

HOUSING AUTHORITY OF SALT LAKE CITY

BOARD MEETING MINUTES

Housing Authority of Salt Lake City

1776 South West Temple

Monday, September 25, 2017

11:00 a.m. – 2:15 p.m.

A meeting of the Board of Commissioners of the Housing Authority of Salt Lake City was held from 11:00 a.m. – 2:15 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

Staff in Attendance

Daniel Nackerman, Executive 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

Tyson Montoya, Controller

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 AUGUST 28, 2017

The Executive Director has provided each Commissioner with a copy of the written minutes of the August 28, 2017 Open Meeting. 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 August 28, 2017. Commissioner Litvack seconded the motion. The motion passed unanimously with Commissioners Bernal, DePaulis, Gust-Jenson, Litvack, Mansell and Price voting in favor.

PUBLIC COMMENT

None

NEW BUSINESS

Daniel Nackerman, Executive Director

A) Adopt Resolution #520-2017 approving all annual budgets for 2018.

The Comprehensive Annual Budget is prepared each fiscal year (January 1 – December 1st). Included in the budget packet: the Letter to the Board outlining the financial highlights of the 2018 budget, the Consolidated Agency Budget with subcategories of Authority Owned, Finance, Homeless, Public Housing, Voucher and Shelter Plus Care/Capital Fund Programs. A separate budget is attached for the HAME and HDC properties.

The FY2018 Operations Budget is \$38,028,533 with an anticipated year end reserves of \$7,468,185. We do show an increase in net revenues by \$824,764 while net expenses increased \$744,801.

The 2018 budget includes the addition of the 9th East Lofts revenue and expenses. Other significant variances are outlined in the Letter to the Board.

Dan reviewed each subcategory (shown above) of the budget with the board. We also discussed the Public Housing Operating Budget for calendar year 2018.

Dan distributed the detail of compensation increases for staff to board members only. There is more structure in compensation increases. There are three areas in which staff can be compensated: potential cost of living; longevity pay; and merit pay for performance. We are proposing a labor study to check wages at this agency compared to other agencies.

Motion

Commissioner Mansell moved that we adopt Resolution #520-2017 approving all annual budgets for 2018. Commissioner Gust-Jenson seconded. The motion passed unanimously with Commissioners Bernal, DePaulis, Gust-Jenson, Litvack, and Mansell voting in favor. Commissioner Price voted no.

B) Adopt Resolution #521-2017 approving the U.S. Housing and Urban Development (HUD) Public Housing Operating Budget for 2018 and authorizing submittal to HUD.

Motion

Commissioner Bernal moved that we adopt Resolution #521-2017. Commissioner Gust-Jenson seconded. The motion passed unanimously with Commissioners Bernal, DePaulis, Gust-Jenson, Litvack, and Mansell voting in favor. Commissioner Price voted no.

C) Adopt Resolution #522-2017 adding a new preference to waiting list policies for potential disaster victims in the future. In response to some of the disasters that have been occurring in Florida, Texas, and Puerto Rico, we are recommending starting the process of a local preference for victims of disasters. The adoption of a preference for potential disaster victims in the future is encouraged by both HUD and the communities who recently faced flooding and hurricane damage. It's highly unlikely that these preferences will ever be utilized but we can become much more nimble as a Housing Authority in helping our own residents and in responding to local needs.

A discussion ensued as to the pros and cons of adding the new preference to waiting list policies for potential disaster victims.

The board is interested in continuing to look at this proposed preference waiting list but would like to see more detail.

D) Motion to Approve the amendment of the employment contract between the Housing Authority and the Executive Director adding additional vacation benefits and clarifying other retirement benefits and approval thresholds.

Chair DePaulis prefaced this item by saying at the last meeting we mentioned that we would bring back to the Board the things that had to be changed in our employment agreement that we agreed upon when Dan came as Executive Director to HASLC. These items are:

- Section 4 (b) BENEFITS is modified to show selection of Tier 2 Defined Contribution retirement by Nackerman as allowed in the original contract. *The original contract had multiple options to be chosen at a later date and Tier 2 is now chosen.*
- Section 4 (b) BENEFITS is also modified to clarify the continuation of the 2.65% URS on-going beyond 2016 *(as per the benefits of the rest of the staff – contract was ambiguous as issue was in flux at the time)*
- Section 4 (b) BENEFITS for vacation leave rate is changed from 6.15 hours per pay period to 7.69 hours. *The Board approved this incentive as a part of the recent performance evaluation. This is the rate of long-time employees and Mr. Nackerman has extensive similar experience.*
- Section 4 (f) BENEFITS for expenses changes, Board approval for expenses, related to travel, entertainment and training from \$250 to \$750. *The original threshold was deemed unreasonable as even individual expenses such as flights or agency membership may be somewhat higher than \$250.*

Motion

Commissioner Price moved to approve the amendment of an employment contract between HASLC and the Executive Director adding additional vacation benefits and clarifying other retirement benefits and approval thresholds. 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.

E) Motion to Approve sample draft written communications to congressional offices and federal agencies regarding HUD assessment scores, VA cooperation on homeless housing, and future entry into the HUD Moving to Work program respectively.

Daniel Nackerman, Executive Director

We are trying to be more formal and consistent in our advocacy and more expansive in our advocacy. We often meet with congressional offices while in DC; we often write letters here and there to help the cause of this agency. We try to do this more formally and more often. We have included one example of a letter in the packet that we would like the Board to review. These are samples of the types of letters we want to send.

We're looking for general direction on how the Board would like us to proceed with the writing of these letters. Also, who do we copy on letters like this? We were suggesting, for example, the Chair of the Board, the City Council and the Mayor. We did write a letter to the Secretary of HUD which we received input from the Board. We would also like board members to meet with elected representatives either here locally or in their offices.

Chair DePaulis asked the Board if they would like to be copied on correspondence. It helps the Board know what kind of communication is being sent to our representatives. Correspondence could also be copied and sent via e-mail. A discussion ensued as to how we can copy appropriate people on letters. It was determined that we don't need a motion on this issue.

F) Motion to Approve partnership in a new Section 3 job training and employment effort wherein HASLC provides three (3) units of vacant housing for 180 days maximum and at no cost to the program.

Daniel Nackerman, Executive Director

We have some groups of properties that we are starting to accumulate vacancies on purpose. This is to help with the relatively small relocation project of Denver Street. We've now met with all the residents of Denver Street. Most, if not all, want to stay in the immediate neighborhood so their children can stay in the same school.

There is an effort to take people that are "cherry picked" out of the homeless population through the Weigand Center with preference for those on housing authority waiting lists and those who best demonstrate traits for success, namely construction. Related to that, this agency and anybody who receives federal funding has a requirement to train and hire low income residents. This is known as Section 3. We submit a Section 3 report every year to HUD. We feel we could utilize this more.

There is a team forming from various community partners to start an incubator project with about 12 trainees. The trainees receive housing, services and intensive training. The successful graduates would likely gain employment in the construction field. At least two contractors have already agreed to assist.

We are recommending taking 3 empty units (probably from the Denver Street location) for a maximum period of six months at little or no rent to the emerging job training and service program. The routine maintenance (some of it borne regardless) and related costs would amount to approximately \$4,500 for a total project contribution of approximately \$20,600.

Motion

Commissioner Gust-Jenson made a motion to approve the partnership in a new Section 3 job training and employment effort wherein HASLC provides three (3) units of vacant housing for 180 days maximum. 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.

G) Motion to Approve annual insurance renewals with Utah Local Government Trust on an interim basis.

Since 2010 all of our insurances have been under Utah Local Government Trust. They came to us only recently and the renewal calls for a 15% increase.

We are recommending a shorter term renewal while we issue RFPs. We will therefore be putting insurance out for proposals for the 2018 renewal and cancelling Utah Local Government Trust if they are not deemed the most advantageous.

Motion

Commissioner Gust-Jenson moved that we approve annual insurance renewals with Utah Local Government Trust on an interim basis. 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

Commissioner Gust-Jenson made a motion to go into Closed Session. 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.

CLOSED SESSION

Motion

Commissioner Bernal made a motion to close the Closed Session and Reconvene the Open Session. 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.

Commissioner Litvack left the meeting at 2:05.

OPEN SESSION

COMMUNICATIONS

EXECUTIVE DIRECTOR REPORT

Daniel Nackerman, Executive Director

- We did launch our new website. We encourage board members to visit the new website. Congratulations to Britnee Dabb who has worked on this for six months.
- We are submitting for Low Income Housing Tax Credits, Book Cliffs Lodge, and what we did call Locomotive Apartments, and is now known as Aurora. There is also a new venture called Ribbon Apartments.
- Under Kim Wilford, Britnee Dabb and Jackie Rojas's leadership, we've been designated and awarded for a national "Connect Home" activity including a "PC's for People" award of computers and web connection at many low income households containing children. A press event and celebration will be held October 13, at our main office.
- We received the VA extension. We have been working with the Director of the VA's office in Salt Lake City as well as national staff and have received a time extension for one year to solve this dilemma.
- The Denver Relocation project is going well. We are struggling to find a funding source. The relationship with the residents has been fantastic.
- HASLC staff gathered mid-day for a BBQ and team-building games in July. Strategic agency direction and recent happenings/accomplishments were also discussed.

COMMISSIONERS REPORT

Palmer DePaulis, Board Chair

Chair DePaulis distributed the pre-agendas for the PHADA conference in January in San Diego. He asked Board Members if they are interested to please let Dan or Charlene know.

Commissioner Gust-Jenson left the meeting at 2:10.


Motion

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

OPEN MEETING MINUTES
HASLC
September 25, 2017

The HASLC Meeting adjourned at 2:15 p.m.

Convene HAME Meeting at 2:15 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, September 25, 2017
2:15 p.m. – 2:20 p.m.

A meeting of the Board of Commissioners of the Housing Assistance Management Enterprise was held from 2:15 p.m. – 2:20 p.m.

Board Members in Attendance

Palmer DePaulis, Board Chair
Philip Bernal, Commissioner
Dave Mansell, Vice Chair
Alfonsa Price, Commissioner

Excused

Cindy Gust-Jenson, Commissioner
David Litvack, Commissioner

Staff in Attendance

Daniel Nackerman, Executive 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
Tyson Montoya, Controller
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 August 28, 2017

The Executive Director has provided each Commissioner with a copy of the written minutes of the August 28, 2017 Special Electronic Meeting and the Commissioners acknowledged they had sufficient time to review these minutes. Chair DePaulis called for a motion.

Motion

Commissioner Bernal moved to approve the HAME Meeting Minutes of August 28, 2017. Commissioner Price seconded the motion. The motion passed unanimously with Commissioners Bernal, DePaulis, Mansell and Price voting in favor. There were no objections or abstentions.

PUBLIC COMMENT

None

NEW BUSINESS

Daniel Nackerman, Executive Director

Amend development partnership letter agreement with LaBarge Industries, LLC for the Locomotive/Aurora project to designate HAME as 51% partner (vs. 50%) in order to improve tax credit application point as a Utah entity. Since the initial letter, we've since found out the impact of a Utah sponsor vs. an out of state sponsor. There are points available in the competition for Utah. So this item modifies our partnership agreement. It should be subject to a final review by our lawyer.

Motion

Commissioner Price moved to amend the development partnership agreement with LaBarge Industries based on final approval by our attorney. Commissioner Bernal seconded. The motion passed unanimously with Commissioners Bernal, DePaulis, Mansell and Price voting in favor. There were no objections or abstentions.

Adopt Resolution #524-2017 approving annual budget. This budget was approved in the HASLC meeting.

OPEN MEETING MINUTES
HAME
September 25, 2017


Motion

Commissioner Mansell moved to approve the annual budget. Commissioner Price seconded. The motion passed unanimously with Commissioners Bernal, DePaulis, and Mansell voting in favor. Commissioner Price voted no.

Motion

Commissioner Mansell moved to adjourn the HAME meeting and go into the HDC Meeting. Commissioner Bernal seconded. The motion passed unanimously with Commissioners Bernal, DePaulis, Mansell and Price voting in favor. There were no objections or abstentions.

The HAME Meeting adjourned at 2:20 p.m.


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, September 25, 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
Dave Mansell, Vice Chair
Alfonsa Price, Commissioner

Excused

Cindy Gust-Jenson, Commissioner
David Litvack, Commissioner

Staff in Attendance

Daniel Nackerman, Executive 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
Tyson, Montoya, Controller
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 August 28 , 2017

The Executive Director has provided each Commissioner with a copy of the written minutes of the August 28, 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 August 28, 2017. Commissioner Bernal seconded the motion. The motion passed unanimously with Commissioners Bernal, DePaulis, Mansell and Price voting in favor. There were no objections or abstentions.

Public Comment

None

New Business

Daniel Nackerman, Executive Director

Adopt Resolution #525-2017 approving annual budget.

Motion

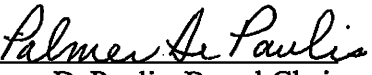
Commissioner Bernal moved to approve the annual budget and adopt Resolution #525-2017. Commissioner Mansell seconded. The motion passed unanimously with Commissioners Bernal, DePaulis, Mansell and Price voting in favor. Commissioner Price voted no.

Adjournment

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

The HDC Meeting adjourned at 2:25 p.m.

OPEN MEETING MINUTES
HDC
September 25, 2017


Palmer DePaulis, Board Chair

Daniel Nackerman, Executive Director