



HOUSING AUTHORITY OF SALT LAKE CITY

Meeting Location: 1776 S. West Temple, Salt Lake City, Utah

REGULAR MEETING Monday, December 3, 2018

11:00 am – 2:00 p.m.

Please call 801-428-0600 for more information or to request a meeting recording.

Board of Commission Members

Palmer De Paulis, Board Chair

Dave Mansell, Vice Chair

Les Sparks, Commissioner

Cindy Gust-Jenson, Commissioner

David Litvack, Commissioner

Alfonsa Price, Commissioner

Brenda Koga, Commissioner

One or more Commissioners of HASLC may participate via telephonic conference originated by the Executive Director and within the meanings accorded by Utah law, the Meeting may be an Electronic Meeting, and the Anchor Location shall be located at 1776 S. West Temple, Salt Lake City, Utah. In compliance with the Americans with Disabilities Act, persons requesting special accommodations during the meeting should notify HASLC not less than 24 hours prior to the meeting.

The Housing Authority of Salt Lake City is committed to our mission:

To provide affordable housing opportunities for our community

BOARD MEETING AGENDA

1. Roll Call
2. Public Comment (*each participant will be allowed 3 minutes for comment*)
3. Motion to Approve HASLC Open Meeting Minutes of October 29, 2018 (attachments) – Board Chair
4 minutes *Page 1*
4. Partner Recognition – Deputy Director / *3 minutes*
5. Employee Recognition – Executive Director / *3 minutes*
6. Continued Item(s)
7. New Business

A) RESOLUTION # 633-2018 revising policy regarding ‘Introductory Period’ (Probation) Dating to be added to HASLC Employee Team Handbook. (attachments) – Deputy Director and Human Resources Manager / *5 minutes* *Page 13*

B) RESOLUTION # 634-2018 revising policy regarding ‘Employment of Relatives’ policy to be added to HASLC Employee Team Handbook. (attachments) – Deputy Director and Human Resources Manager / *5 minutes* *Page 16*

C) RESOLUTION # 635-2018 revising policy regarding ‘Ethical and Legal Business Practices’ to be added to HASLC Employee Team Handbook. (attachments) – Deputy Director and Human Resources Manager / *5 minutes* *Page 19*

D) RESOLUTION # 636-2018 approving definitions and schedules of Exempt and Non-exempt Employees to be added to various policies and documents. (attachments) – Deputy Director and Human Resources Manager / *5 minutes* *Page 23*

E) RESOLUTION # 637-2018 approving policy regarding ‘Dating in the Workplace’ to be added

to HASLC Employee Team Handbook. (attachments) – Deputy Director and Human Resources Manager / 5 minutes *Page 28*

F) APPROVE execution of a contract with Crook and Taylor for legal litigation services on an as-needed basis. Maximum contract amount \$90,000 over two years. (attachments) Finance Director / 15 minutes *Page 31*

G) APPROVE execution of a contract with Christensen and Jenson for legal litigation services on an as-needed basis. Maximum contract amount \$90,000 over two years. (attachments) Finance Director / 5 minutes *Page 33*

H) APPROVE execution of a contract with CBRE for Real Estate Brokerage services with a maximum amount of \$120,000 annually. (attachments) Executive Director/Finance Director 15 minutes *Page 35*

I) APPROVE execution of a contract with Cushman Wakefield for Real Estate Brokerage services with a maximum amount of \$120,000 annually. (attachments) Executive Director / Finance Director 5 minutes *Page 35*

8. Closed Session (If Applicable)

The Board will consider a motion to enter into Closed Session. A closed meeting may be held for specific purposes including, but not limited to:

- a) Discuss Strategy with Respect to Purchase/Sale of Real Property
- b) Discuss the Character, Professional Competence, or Physical or Mental Health of an Individual
- c) Discuss Strategy with Respect to Pending or Reasonably Imminent Litigation

A closed meeting may also be held for attorney-client matters that are privileged pursuant to Utah Code § 78B-1-137, and for other lawful purposes that satisfy the pertinent requirements of the Utah Open and Public Meetings Act.

- A) Motion to Enter Into Closed Session
- B) Motion to Enter Open Session
- C) Announce Closed Session Matters (if applicable)

9. Communications

- a) Executive Director Report (attachment) – Daniel Nackerman *Page 37*
- b) Financial Reserves Dashboard (attachment) – Mark Short *Page 38*
- c) Outreach Report (attachment) – Britnee Dabb *Page 39*
- d) Resource Management Summary (attachment) – Britnee Dabb *Page 40*
- e) Veterans Homeless Housing Report (attachment) – Zac Pau’u *Page 42*
- f) Board Chair Report (attachment) - Palmer DePaulis *Page 44*
- g) Resident Advisory Board (RAB) Report (attachment) – Alfonsa Price *Page 45*
- h) 2019 Scheduled Board Meeting Dates (attachment) *Page 46*
- i) 2018 Housing Authority Holiday Schedule (attachment) *Page 47*
- j) 2017/2018 Goal Summary (attachment) *Page 48*

10. Communications

11. Other Business

12. Adjournment