

# HOUSING AUTHORITY OF THE COUNTY OF SALT LAKE

## MINUTES OF THE REGULAR BOARD MEETING

February 20, 2019

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**PRESENT:**

Jennifer Johnston – Chair  
Mark Johnston – Vice Chair  
Phil Bernal – Commissioner  
Erin Litvack – Commissioner  
Spencer Moffat – Commissioner  
Gwen White – Commissioner

**STAFF PRESENT:**

Janice Kimball – Executive Director  
André Bartlomé – Chief Financial Officer  
Zach Bale – Director of Operations  
Jeremy Runia – Real Estate Development Director  
Dan Pincock – Executive Administrator

**EXCUSED:**

Roderic Land – Commissioner

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**COMMENCE**

The February 20, 2019, regular meeting of the HACSL Board of Commissioners was held at the Bud Bailey Apartments, Building C, as part of the Board retreat.

Chair Jennifer Johnston welcomed everyone and called the meeting to order at 1:03 p.m.

**1. PUBLIC COMMENT**

There were no members of the public in attendance at the meeting.

**2. CONSENT AGENDA**

The Board was presented with the Consent Agenda for approval, which consisted of the January 16 Board Meeting minutes. Vice Chair Mark Johnston motioned to approve and Commissioner Moffat seconded. The motion passed and the minutes were approved.

**3. HIGHLIGHTS**

Executive Director Janice Kimball told the Board that under the new funding for Curriculum of Care (CoC), the Housing Authority operates 47% of the HUD dollars coming in for the Homeless grant (in partnership with The Road Home, VOA, First Step House, etc.).

**4. RESIDENT ADVISORY BOARD (RAB) REPORT**

Board Commissioner (and RAB member) Gwen White provided an overview of the Feb. 13 RAB meeting. At that meeting, the RAB approved the agency's 2019-2020 Annual Public Housing Agency (PHA) Plan. She also discussed the upcoming Utah NAHRO conference in St. George (Mar. 27-29). Commissioner White then expressed some concern (and with which the RAB is frustrated) about an issue which keeps coming up: Some residents are afraid to talk to RAB members or property managers out of fear of being retaliated against (i.e., being kicked out, rent increases, etc.). Executive Director Janice Kimball reassured Commissioner White that historically this has been an issue but asked if she (Commissioner White) noticed any patterns with people or property managers to please let Director of Operations Zach Bale or her know. Janice Kimball then offered for Zach Bale to give a presentation on tenant rights and responsibilities, focusing on how to address things, what their protections are, what the chain of command is (if they have issues), and how to share valid concerns. Commissioner White also announced that next month's RAB meeting will be held at Valley Fair Village, and they are hoping the residents there will come out to the meeting so that the RAB can explain things to them in person. CFO Andre Bartlome suggested that this can be shared in the property newsletters, and Janice Kimball agreed that the Housing Authority can do this systemically across all of its properties.

**5. EXECUTIVE SESSION**

At 1:17 p.m., Vice Chair Mark Johnston motioned for the Board to go into Executive Session to discuss some real estate matters and

projects, and Commissioner White seconded. The motion passed and the Board went into Executive Session.

At 2:12 p.m., Commissioner Litvack motioned for the Board to exit the Executive Session, and Vice Chair Mark Johnston seconded the motion, which passed, and the Board exited the Executive Session.

## **6. ACTION ITEMS**

### **Housing Opportunity Through Modernization Act (HOTMA) income limits policy update**

Executive Director Janice Kimball explained that this update will bring the Housing Authority into HOTMA compliance, as HUD encourages housing authorities to move households with higher incomes (defined as over 120% of area median income – AMI) out of public housing or to charge them rents closer to the market. The agency does not desire to evict such families from public housing and has decided to charge the higher of the fair market rent for the area or the amount of the HUD monthly subsidy. Presently, there is only one household which falls into this category who is in HACSL public housing. Commissioner Bernal expressed concern that a family at that income level (or higher) could end up staying in public housing because it's too good of a deal to stay (thus preventing another household which is at 30% AMI from being able to get housing assistance) and suggested that this be reviewed after two years. Executive Director Janice Kimball asked Zach to incorporate the number of households above this level in his quarterly report. Chair Jennifer Johnston asked for a motion to approve the policy update and to review it in a year's time. Commissioner Litvack motioned, and Vice Chair Mark Johnston seconded the motion. The motion passed, and the HOTMA income limits policy update was approved.

## **7. DIRECTOR'S REPORT**

Executive Director Janice Kimball covered three main issues in the Director's Report: the budget; a GRAMA request update; and the rebrand rollout.

The federal budget which was recently signed includes a 3.4% increase in operating funds, with just under a 1% increase in capital funds. Section 8 housing assistance got a 3.5% increase with admin fees increasing by 7.3%. There was just under a 1% decrease in homeless funding.

She also wanted to update the Board on a recent Government Records Access and Management Act (GRAMA) request because it has the potential to escalate and cost the agency some money. She went through the history of the tenant and the details of the request.

For the upcoming rebrand, she informed the Board that the rebrand rollout is tentatively scheduled for March 21. She praised Zach Bale and Krysta Niemczyk for their work on managing the whole rebrand process. Zach Bale added that the splash page is prepared and provided information on what will take place during the rollout regarding the launch, swag and other materials, new badges for staff, uniforms for maintenance and property management staff, costs, signage, communications, URL, video, etc. Chair Jennifer Johnston asked Dan Pincock to send out a calendar invitation to Board members for the March 21 rollout.

## **8. PUBLIC HOUSING AGENCY (PHA) PLAN**

Executive Director Janice Kimball provided a brief overview for new commissioners regarding the PHA Plan. Director of Operations Zach Bale discussed key updates from the previous year's Plan, noting that the 5-year goals (2015-2020) have remained the same and the 2019 goals have been updated. He discussed the annual plan elements and the other sections of the Plan. Janice Kimball noted that the needs assessment was well done. Commissioners had suggestions around the goals and the rebrand reference. Janice Kimball reminded the Board that there will be a public hearing in early March and then the Board will be asked to approve the Plan at the March Board Meeting.

## **9. HACSL FINANCIALS**

Chair Jennifer Johnston mentioned that the Board has voted that going forward a more in-depth quarterly report would be given (as opposed to a monthly report) and acknowledged that the Board had the written report from the Board book. She asked CFO Andre Bartlome if there was anything he wanted to cover. Andre Bartlome replied that this month's report was done in a slightly different format than in the past. The Board expressed its satisfaction with the format for this report.

## **10. COMMISSIONERS INPUT**

Chair Jennifer Johnston moved on to the Commissioners Input. Commissioner Phil Bernal brought up that there would be a presentation/session at the March 27-29 Utah NAHRO conference with private, non-profit, and housing authority developers. Executive Director Janice Kimball also remarked that there would be a commissioners session, as well. Chair Jennifer Johnston asked Janice Kimball to alert the commissioners when she finds out about conferences which would be beneficial for them to attend.

**11. MONITORING REPORTS/OTHER**

Executive Director Janice Kimball pointed out the pictures of the recent fire at Frontier. She highlighted the agency's activity with the relocation of Georgia Apartments residents, adding that the Housing Authority, led by Landlord Liaison Dennis Faris, was part of the team that helped households to find new places to live.

**ADJOURN**

The meeting was then adjourned at 2:56 p.m..

Respectfully submitted,

Dan Pincock  
Executive Administrator