

HOUSING AUTHORITY OF THE COUNTY OF SALT LAKE

MINUTES OF THE ANNUAL BOARD MEETING

March 20, 2019

PRESENT:

Jennifer Johnston – Chair
Mark Johnston – Vice Chair
Phil Bernal – Commissioner
Roderic Land – Commissioner
Erin Litvack – Commissioner
Spencer Moffat – Commissioner

STAFF PRESENT:

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

GUEST:

John Montgomery – Rocky Mountain CRC

EXCUSED:

Mark Johnston – Vice Chair
Gwen White – Commissioner

COMMENCE

The March 20, 2019, Annual Meeting of the HACSL Board of Commissioners took place with Chair Jennifer Johnston welcoming everyone and calling the meeting to order at 11:43 a.m.

1. PUBLIC COMMENT

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

2. GUEST PRESENTATION

Guest John Montgomery, V.P. Chief Risk Officer for Rocky Mountain Community Reinvestment Corporation (RMCRC), was introduced and gave a presentation on affordable housing using a fact sheet. The sheet contained eight basic graphics (AMI levels; Homeless & Rent-Burdened; Utah income-restricted units; Utah income-restricted units needed; % new construction restricted; breakout of Utah restricted units; state of Utah contribution 2016; and Utah home price target-AMI levels) which he elaborated on, as well as other affordable housing issues. He also answered questions and remarked on various comments from the Board.

After he finished, Chair Jennifer Johnston recessed the HACSL Board at 12:10 p.m. in order to move to the Housing Opportunities, Inc. (HOI) Board Annual Meeting.

3. HIGHLIGHTS

At 12:19 p.m., the meeting resumed. Chair Jennifer Johnston briefly reviewed the Housing Authority's participation in the First Step House's 5th East Apartments groundbreaking ceremony on Friday, March 1. Executive Director Janice Kimball then discussed the agency's Homelessness Transition Funding in partnership with Utah Community Action (UCA) from the Olene Walker Housing Loan Fund to support the Housing Authority's homeless housing programs, Continuum of Care, and VASH. HACSL received a total of \$135,088, broken down as follows: \$61,250 for barrier removal for VASH (homeless veterans) vouchers; \$11,000 for barrier removal for chronically homeless individuals with a Continuum of Care (CoC) housing voucher; and \$62,838 for case managers for CoC vouchers. She also informed the Board that with more case management funding the agency could house 47 additional households.

4. RESIDENT ADVISORY BOARD (RAB) REPORT

Director of Operations Zach Bale provided the Resident Advisory Board (RAB) report. The March meeting was held at Valley Fair Village, where Maria Jacobs, the RAB Chair, resides. This gave Valley Fair residents an opportunity to offer their feedback, and one of the concerns they raised was the pedestrian traffic going through the complex (i.e., non-tenants going through, using the facilities, etc.), which has resulted in management placing restrictions on access and hours to certain places within the property. He explained that

cameras will be installed and that the clubhouse will be key-card so that the residents can access the places they need to during off-hours while still keeping the area safe. He added that the next RAB meeting will be held at Bud Bailey (in similar fashion to the Valley Fair meeting). He remarked that HACSL is excited to see that some RAB members will be attending the upcoming Utah NAHRO conference, as well as the Utah Apartments Association conference in April. The RAB is looking to get more feedback from tenants and suggestion boxes will be installed (similar to the one in the HACSL lobby). The RAB will have more web presence on the rebrand website, as well. Chair Jennifer Johnston recommended a form asking for specific information (which property the suggestion applies to; contact information for the person submitting the suggestion, etc.).

5. CONSENT AGENDA

For the Consent Agenda, there were two sets of minutes (February 20 and the February 28 Special Board Meeting) and a policy change. Commissioner Litvack motioned to approve the Consent Agenda, and Commissioner Moffat seconded. The motion passed, and the Consent Agenda was approved.

6. ACTION ITEMS

Elections

Executive Director Janice Kimball indicated that she had spoken to both Jennifer Johnston and Mark Johnston about serving as the HACSL Board Chair and Vice Chair respectively and that both indicated their willingness to serve in those positions. Commissioner Bernal then nominated Jennifer Johnston as Chair and Mark Johnston as Vice Chair, and Commissioner Moffat seconded. The motion passed, and they were elected to their positions.

Commissioner Bernal pointed out that the agency's by-laws indicated that those elected would serve two-year terms, although the officers have tended to be elected annually. Executive Director Janice Kimball suggested in the future to have the elections bi-annually and said she would look into the issue further and will check to see what each of the entities requires.

Calendar Year audits (Frontier, Villa Charmant)

HACSL CFO Andre Bartlome indicated that there are two LIHTC properties under the Housing Authority, namely Frontier and Villa Charmant. Both properties have finished their 15-year tax entity requirement this last year, and HACSL is working on unwinding both entities from their partnerships. Real Estate Development Director Jeremy Runia detailed what the unwinding would involve. Andre Bartlome informed the Board that both audits were unqualified opinions with no findings. Commissioner Bernal motioned to approve the audits, and Commissioner Land seconded the motion, which passed, and the audits were approved.

Ratification of Resolution #964 (from the February 28 Special Board Meeting)

Resolution #964 (Columbus Loan Modification) was ratified. Commissioner Litvack motioned to ratify, and Commissioner Land seconded. The motion passed, and Resolution #964 (which had already been approved in the February 28 Special Board Meeting) was ratified.

Title Change – Executive Director to Chief Executive Officer

Executive Director Janice Kimball asked the Board to approve a title change from Executive Director to Chief Executive Officer (CEO). She also said that along with the rebrand all managers would have their titles changed to Director, as this reflects titles which peers in similar agencies hold and is more in line with expectations which management has for these positions. HR surveyed several Public Housing Agencies and found the CEO title to be more common with larger, more complex agencies. Commissioner Litvack voted to approve the title change, and Commissioner Moffat seconded. The vote passed, and the title change was approved. CFO Andre Bartlome added that this change will also require changes to the various entities' by-laws.

2019-2020 Public Housing Agency (PHA) Plan

CEO Janice Kimball explained that the agency received feedback on the Public Housing Agency (PHA) Plan from two sources: The Road Home (Michelle Flynn); Powerful Moms Who Care (affiliated with Crossroads Urban Center). Michelle Flynn asked for expansion of the agency's moving on from Permanent Supportive Housing (PSH). There are five individuals using these vouchers who no longer need the services who can be graduated out of PSH and others can be moved in. HACSL would like to wait and watch at this point, given the capacity issue which already exists, and when the need arises to do so, it will evaluate options. The other feedback received came from Powerful Moms Who Care, who urged the Housing Authority to follow the Violence Against Women Act, which HACSL agrees with and already does, and to work on creating supportive housing for homeless families, and going forward the agency will look for opportunities where it can have homeless families as part of a project (as has been done with Bodhi and will be done with The Hub). HACSL is not planning to make any changes to the Plan but wanted to inform the Board of the feedback it has received and to let the Board know that

the agency will respond to the feedback providers to close the loop on the recommendations.

CEO Janice Kimball thanked the team which worked on this year's PHA Plan: Zach Bale, Krysta Niemczyk, Dan Pincock, and Marni Timmerman. Commissioner Land motioned to approve the PHA Plan, and Commissioner Bernal seconded the motion, which then passed, and the Plan was approved.

7. EXECUTIVE SESSION

At 12:42 p.m., Commissioner Litvack motioned for the Board to go into Executive Session to discuss staff compensation and real estate matters, and Commissioner Moffat seconded. The motion passed and the Board went into Executive Session. CEO Janice Kimball excused staff so that the staff compensation matter could be discussed.

At 1:13 p.m., Commissioner Moffat motioned for the Board to exit the Executive Session, and Commissioner Land seconded the motion, which passed, and the Board exited the Executive Session.

8. REBRAND

CEO Janice Kimball mentioned to the Board that she felt, after the morning's walk-through, that they are ready for the next morning's rebrand rollout. HACSL Grants and Development Coordinator Krysta Niemczyk showed the Board the items ("swag") that they and the staff will be given related to the rollout. Chair Jennifer Johnston acknowledged the work that Zach Bale and Krysta Niemczyk have done over the years related to this effort.

9. DIRECTOR'S REPORT

CEO Janice Kimball told the Board that the agency has received the notice from HUD to apply for Moving To Work (MTW). MTW gives housing authorities some relief from federal regulations. The one that HUD has released is focused on rent reform, which will allow the agency to set rents according to income tiers.

She also informed the Board that the Utah Department of Housing and Community Development has significantly changed the way it is going to award housing funding to provide supportive services, tying the funds to housing. This means that the Housing Authority would take the lead applying for services and then sub-contract with partners (or do them on the agency's own). She also added that this will affect all of the Continuum of Care programs (over \$3.5 million in rent assistance). Director of Operations Zach Bale added that the agency does not have the staff capacity, although it has the know-how. This will result in adding staff (probably in an accountant and/or data/quality assurance role). He also said that procuring for services may need to be done through Request for Proposals (RFP). There are a lot of ramifications, which could include legal issues, as well as the possibility of hundreds of clients having to change case managers, if the agency were to procure one provider to handle all case management. He noted a meeting scheduled for later in the day with the State to discuss the ramifications and to try to push back (as the deadline for the applications is three weeks away) and commented that to implement this by July 1 is going to be impossible.

ADJOURN

The meeting then adjourned at 1:25 p.m.

Respectfully submitted,

Dan Pincock
Executive Administrator