

HOUSING AUTHORITY OF THE COUNTY OF SALT LAKE

MINUTES OF THE ANNUAL BOARD MEETING

April 17, 2019

PRESENT:

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

Spencer Moffat – Commissioner

COMMENCE

The April 17, 2019, regular meeting of the HACSL Board of Commissioners took place with Chair Jennifer Johnston welcoming everyone and calling the meeting to order at 11:40 a.m.

1. PUBLIC COMMENT

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

2. HIGHLIGHTS

Housing Connect CEO Janice Kimball informed the Board that the agency was awarded \$3,400 by the Utah Local Governments Trust in recognition of completing the 2018 Trust Accountability Program (TAP). She also announced that the regional HUD office had recognized Housing Connect as a “Sustained High Performer” under SEMAP and PHAS. In addition, she mentioned that some staff had volunteered at Switchpoint Community Resource Center in St. George during the recent Utah NAHRO conference. Pictures were included in the Board book.

3. CONSENT AGENDA

The Board approved the Consent Agenda which consisted of the March 2019 Board Meeting minutes and the staff listing update. Commissioner Land motioned to approve, and Vice Chair Mark Johnston seconded. The motion passed, and the Consent Agenda was approved.

4. EXECUTIVE SESSION

Vice Chair Mark Johnston then motioned for the Board to go into Executive Session to discuss some real estate matters. Commissioner Litvack seconded, with the motion passing. At 11:43 a.m., the Board entered into Executive Session to discuss some real estate issues. At 12:13 p.m., Vice Chair Mark Johnston moved to exit the Executive Session. Commissioner Litvack seconded, and the Board left the Executive Session.

5. ACTION ITEMS**Resolution #965: Revisions to the By-laws**

The Board moved to approve Resolution #965. The resolution sought approval for revisions to the agency’s by-laws. The by-laws were amended to indicate a change in Executive Director title to Chief Executive Officer and that the agency is doing business as of March 21, 2019, as Housing Connect. Commissioner Bernal pointed out that in some places the by-laws refer to the Chief Executive Officer as “he” and proposed that the pronoun be gender-neutral. Commissioner Litvack motioned to approve, and Commissioner Land seconded, to include the pronoun amendment. The motion passed, and Resolution #965 was approved.

5. REBRAND

CEO Janice Kimball said that the banner and stickers are now displayed and made the commissioners aware that the banner in the main office hallway has been set up. She indicated that there has been good progress on the website. COO Zach Bale added that the agency will work to set some hard (website) deadlines during the meeting planned for the next day and that the website team will do a “sprint” over the next two weeks to meet by department to get the respective pages finished. He also said that the team should have a good update by the next Board meeting on when the website will go live. With the soft launch for staff now in the past, Janice Kimball explained that Housing Connect management is looking to have a formal press release and provided a draft release for Board members to review. Housing Connect is working on getting a vignette from Wilkinson & Ferrari to include into the release, as well as a quote from Mayor Wilson and another from Millcreek Mayor Jeff Silvestrini. Commissioner Litvack volunteered to assist with getting the quote from Mayor Wilson.

Janice Kimball told the Board that the agency is starting to reintroduce itself to some of the funding offices again (Taylorsville, West Valley City). She also mentioned that reaction to the name change, overall, has been positive. Zach Bale added that the rebrand has been smooth on the participant/tenant side and hasn't triggered a lot of confusion with them.

6. CEO'S REPORT

CEO Janice Kimball covered a number of issues in her report:

- budgets and applications: Housing Connect has been focused recently on budgets. The agency also completed and submitted 5 different Utah State Homeless applications containing a total of 130 attachments which took up a significant amount of staff time;
- homeless systems: COO Zach Bale is on the Salt Lake Valley Coalition to End Homelessness steering committee and summarized the issues and concerns which that committee is working through;
- Utah NAHRO: Housing Connect Public Housing Director Lori Pacheco did a really good job as Utah NAHRO chair, and last month's conference was a success. There were two development (training) tracks: maintenance tech training and director/board member leadership training;
- One of the takeaways from the Utah NAHRO conference: Board member job description. CEO Janice Kimball provided a draft description for Board members. She commented that this would be a helpful document to share with the County Mayor in terms of future Board members, especially regarding skill set;
- DC Legislative NAHRO conference: Commissioner Bernal, Housing Connect Public Housing Director and Utah NAHRO Chair Lori Pacheco, and CEO Janice Kimball attended the DC Legislative NAHRO conference last week. They were able to meet with staff from all Utah congressional districts and both senators' offices as part of the conference (April 7-9). Commissioner Bernal and Director Pacheco were able to briefly meet with Sen. Romney. HUD is trying to change the contractual relationships with housing authorities from formal contracts to grant agreements (Commissioner Litvack indicated that this is the trend among the Federal government). NAHRO is supporting efforts to oppose this change;
- First Step House/426 Apartments update: Things are going well. Kier Construction has been selected as the general contractor, and the goal is to start construction before the end of the year;
- Another takeaway from the conference: board training. There is a board requirement for a comprehensive training (as noted by the auditors last year), a link of which will be sent shortly to Board commissioners;
- Board members' contact information: It is a Utah Open Meeting Law requirement that Board members' names, contact telephone number, and contact e-mail address be published on the Utah Public Notice Website.

7. COMMISSIONERS INPUT

Commissioner Bernal provided feedback on the Utah NAHRO and the NAHRO (DC) Legislative conferences and also briefly mentioned the June Regional NAHRO conference in Billings, Montana (June 17-19). There was a discussion about relevant conferences for commissioners to attend. Commissioner Bernal offered to check with his contacts at NAHRO regarding the commissioners training which NAHRO usually offers at its Summer and national (Fall) conferences.

8. MONITORING REPORTS

In March, the agency received a HOPWA monitoring letter from Salt Lake City, where the City raised one concern and one finding regarding its January 30 site visit. On April 12, Housing Connect sent a response, informing the City of the revisions to its policies which the Board will be asked to approve in May in order to be in compliance. The Board was also informed that Housing Connect has been recommended for a \$75,000 increase in HOPWA funding.

9. OTHER

CEO Janice Kimball informed the Board that for future meetings the Gateway to Housing report would be included in the Consent Agenda.

Jeremy Runia (Real Estate Development Director) updated the Board on The Hub, explaining the tables and figures (budget, schedule) which were presented and answered a number of questions about the project which the Board asked. He also included the architect's field report. CEO Janice Kimball said that future board meetings will include a Columbus funding update. She mentioned that she has asked the National Development Council to review The Hub structure that is in place with Columbus and that she has put together a memo (included in the Board book) which she will go over with the Columbus Board.

Andre Bartlome (CFO) discussed the Finance Committee Meeting which is generally held in early May. He settled with the Board on a date and time for that meeting: Friday, May 3, at 10:30a, here at the Housing Connect main office Board Room. He will send out the invitation electronically.

Zach Bale (Chief Operating Officer) gave a Quarterly Programs Report, noting that the metrics look good. He also updated the Board regarding the Bud Bailey HVAC situation and informed them that at this point there is no legal recourse with either the architect or the contractor. Housing Connect's attorney recommended writing a letter to the contractor stating the link to the contractor and the HVAC problems and, as a minimum ask, inquiring whether they would be willing to assess the remaining buildings to determine ahead of time how much will need to be spent.

Andre Bartlome announced that Housing Connect received news late last week that it will receive \$600,000 more (for a total amount of \$20.5 million) in Section 8 HAP funding, and those on the waiting list will be notified. COO Zach Bale also added that on the Curriculum of Care (CoC) side, Housing Connect will receive a fair market rent (FMR) increase, as well.

To close the loop on the June Board date issue, Executive Administrator Dan Pincock resolved with the Board that it will meet as originally scheduled on Wednesday, June 19.

ADJOURN

The meeting then adjourned at 1:12 p.m.

Respectfully submitted,

Dan Pincock
Executive Administrator