

HOUSING CONNECT

MINUTES OF THE REGULAR BOARD MEETING

August 21, 2019

PRESENT:

Jennifer Johnston – Chair
Phil Bernal – Commissioner
Roderic Land – Commissioner
Erin Litvack – Commissioner
Spencer Moffat – Commissioner
Gwen White – Commissioner

STAFF PRESENT:

Janice Kimball – Chief Executive Officer
Zach Bale – Director of Operations
André Bartlomé – Chief Financial Officer
Lori Pacheco – Public Housing Director
Jodi Parker – Housing Choice Voucher Director
Jeremy Runia – Real Estate Development Director
Dan Pincock – Executive Administrator

EXCUSED:

Mark Johnston – Vice Chair

COMMENCE

At 11:45 a.m., Chair Jennifer Johnston commenced the August 2019 Housing Connect Board Meeting.

1. PUBLIC COMMENT

Although it was expected that there would be a presentation from Powerful Moms Who Care, they needed to re-schedule and will present at the October Board Meeting. There were no other members of the public in attendance at the meeting.

3. CONSENT AGENDA

Chair Jennifer Johnston thanked Jodi Parker (Housing Choice Voucher Director) on the 100% SEMAP certification score and also thanked her on the successful shortfall funding application.

Commissioner Land motioned to approve the items in the Consent Agenda (including the minutes to the previous Board meeting held in June, and Resolutions #970 (Procurement Policy Change), #971 (Public Housing/Section 8 Write-offs), and #972 (SEMAP certification). Commissioner Moffat seconded the motion, and the motion passed.

4. ACTION ITEMS

Resolution #973: Project Based Vouchers – Admin policy update revision; project basing 28 vouchers; budget and reserves approval for the 28 units

Housing Connect Chief Executive Officer (CEO) Janice Kimball explained that the next three items on the agenda related to the sale and transfer to Housing Opportunities, Inc. (HOI) of 28 public housing units (as part of the disposition plan). The first action, Resolution #973, is for the approval of the update revision to the Administrative Policy regarding project-based vouchers (Janice Kimball noted that Housing Connect received approval for tenant-based vouchers which will be converted to project-based vouchers); the second action is for Board approval of the project basing of 28 vouchers; and the third action is to approve the budget and reserves for the 28 units. She explained that there is an overall budget of just over \$361,000, of which \$80,000 is being re-invested next year into the properties for capital improvements (and based on the needs, this should cover about 3 or 4 units). Housing Connects wants to have a general reserve, in case of something catastrophic, and it is proposing that \$100,000 of unrestricted reserves be transferred over to restricted reserves for this property for future capital needs. The plan would not be to use the funds for additional improvements (if an emergency situation does not arise) but to hold them and re-visit the reserve issue later, once a sufficient reserve is built up for major items.

Commissioner Moffat motioned to approve the three items, and Commissioner Litvack seconded the motion. The motion passed, and the three items were approved.

Memorandum of Understanding (MoU) with the Housing Authority of Salt Lake City

Housing Connect CEO informed the Board that the agency is moving forward with the High Rise/City Plaza RAD conversion with the City housing authority. Housing Connect wants to have a first-step MoU in order to move forward. The MoU will set up a working committee and a project manager from each agency who will oversee the re-development. The long-term goal is to move the City Plaza/High Rise into one separate ownership structure with both agencies having ownership of it which will allow for applying for funding and that when it transfers, it will function as one property. She further informed the Board that Housing Connect will take the lead in applying for funding and doing the development activity. She also said that the agencies are proposing some resident involvement in the redevelopment process, as well as some resident services, as part of the operation going forward. She noted that Housing Connect has applied for redevelopment funds from Salt Lake City. Additionally, she said the goal is to apply for 4% bonds by the end of October and that they are waiting to get a clearer scope of work to see if that aligns with what the funding will bring in.

Commissioner Litvack motioned to approve the MoU, and Commissioner Land seconded. The motion passed, and the MoU was approved.

Resolution #974 – Relocation Services

CEO Janice Kimball discussed the Relocation Services contract with the Board. Competitive bidding took place via a Request for Proposals (RFP), and Overland, Pacific and Cutler (OPC) was selected. Janice Kimball further explained that she realized if Housing Connect goes through using OPC for RAD and disposition services that the overall amount will exceed the procurement threshold, and, therefore, Board approval was needed. There are three components to the contract: disposition; transitional (if, for example, Housing Connect decided that everyone needed to be out of the High Rise for a time); and permanent (for example, the tearing down of the units at Valley Fair, Sunset, or Granger). Housing Connect has the option to “pick and choose” which services it will use. Public Housing Director Lori Pacheco mentioned that there have already been several community meetings with the tenants, and OPC will do 1-on-1’s with each of the families. As this contract had been re-bid and OPC had come in with a lower bid than the previous contract that it had with the agency, Commissioner Moffat was curious as to whether there had been a reduction in services along with the lower bid and was told that there was not.

Commissioner Litvack motioned to approve the contract, and Commissioner Moffat seconded. The motion passed, and Resolution #974 (Relocation Services) was approved.

Resolution #975 – Architectural and Engineering Services

Real Estate Development Director Jeremy Runia provided background for the architectural and engineering services resolution, explaining that a Requisition for Qualifications had gone out. Out of 21 bidders who submitted qualifications, 11 provided complete submissions. Of those 11, Housing Connect would like to conduct business with 4 of the top 5. The scores of the top 5 were provided in the memo in the Board book and also displayed during the discussion. At Commissioner Land’s request, Jeremy Runia provided the scoring breakdown/categories for evaluation (Relevant Experience and Past Performance: 35 points; Understanding and Approach: 25 points; Responsiveness to the RFQ: 10 points; Proposed Costs: 30 points). The commissioners felt that all of the top 5 entities should be considered for future development and rehab projects (instead of 4). Commissioner Litvack felt that contractors from the State contract should be considered, as well.

Commissioner Litvack then motioned to approve the resolution with an amendment to include all of the top 5 firms (as the pre-qualified group) along with consideration from Housing Connect for architecture contractors from the State in situations where it would be beneficial to the agency. Commissioner Bernal seconded the motion, which passed, and Resolution #975 (Architectural and Engineering Services) was approved, as amended.

Resolution #976 – Establishment of Housing Connect Fund

The Board then turned its attention to Resolution #976, which calls for the establishment of Housing Connect Fund, a 501(c)(3), non-profit organization. CEO Janice Kimball said that it will have a separate Board from Housing Connect, but that the Housing Connect Board would appoint the Housing Connect Fund Board members. Chief Programs Officer (CPO) Zach Bale then gave a quick presentation on some of the highlights of Housing Connect Fund. He mentioned that the purpose of the fund is to develop strategic partnerships that will enhance Housing Connect’s impact. The fund will break out the charitable services from HOI into a new 501(c)(3). In terms of the by-laws, he mentioned that the Housing Connect Fund Board will consist of no less than 3 and no more than 11 commissioners and that he and Housing Connect CFO Andre Bartlome will sit on the Board. The Board will have at least one Housing Connect Board commissioner serving. Commissioner Bernal suggested that the Fund Board have at least two Housing Connect Board Commissioners. Commissioner Litvack offered that having one primary representative with one alternate representative being allowed to vote might be the best way to go.

Commissioner Litvack made a motion to approve the resolution with an amendment to the by-laws which calls for one primary Housing Connect Board commissioner serving on the Housing Connect Fund Board along with a voting alternate. Commissioner Land seconded the motion, which passed, and Resolution #976 (Establishment of Housing Connect Fund) was approved.

5. EXECUTIVE SESSION

At 12:32 p.m., Commissioner Litvack made a motion for the Board to enter into Executive Session, to go over real estate and HR (staff performance and compensation) matters. Commissioner Moffat seconded the motion. The motion passed, and the Board entered into Executive Session. Housing Connect staff were excused during the HR portion of the Executive Session.

At 12:56 p.m., the Board moved out of Executive Session.

ACTION ITEMS (cont.)

CEO Compensation

Commissioner Litvack motioned to approve the proposed CEO's compensation as discussed and agreed during the Executive Session. Commissioner White seconded, and the motion passed. The CEO's compensation was approved.

8. RESIDENT ADVISORY BOARD (RAB) REPORT

Commissioner White provided the RAB report. She noted that Housing Choice Voucher Director Jodi Parker was the guest at the August 14 RAB meeting and talked about the Section 8 program. CEO Janice Kimball touched on RAD and disposition issues with the RAB. Commissioner White informed the Board that RAB Chairperson Maria Jacobs is no longer in Section 8 housing and can not participate further in the RAB. Her replacement, Vice Chair Mary Ann Erickson, was elected by the RAB at the meeting, with Kathy Larsen being selected as Vice Chair. Commissioner White said they are trying to recruit from Valley Fair Village.

9. COMMISSIONERS INPUT

Commissioner Bernal informed the rest of the Board that NAHRO is encouraging its members during the month of August to submit letters to their federally elected officials and that there is an advocacy sample on the NAHRO website for members to use to send the letter electronically. Chair Jennifer Johnston asked Executive Administrator Dan Pincock to send the link to Board members.

10. OTHER

For the written reports, Housing Connect CEO Janice Kimball mentioned that Housing Connect is getting ready to open the Section 8 waiting list. She noted that Housing Choice Voucher Director Jodi Parker has been doing research on managing the wait list better and that there should be some kind of action to be taken at next month's Board meeting. Director Parker said that she went to the RAB for input and that the lottery option was not well received.

CEO Janice Kimball also briefly mentioned the sadness Housing Connect staff felt over the untimely passing of Maintenance and Capital Fund Director Allan Tuttle on July 19 and how much he will be missed. She said that Housing Connect is holding his position, pending the hiring of the COO.

ADJOURN

At 1:00 p.m., the meeting was adjourned, as motioned by Commissioner Litvack.

Respectfully submitted,

Dan Pincock
Executive Administrator