



## HOUSING CONNECT

### MINUTES OF THE ELECTRONIC MEETING OF THE BOARD OF COMMISSIONERS

May 20, 2020

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#### **PRESENT (video):**

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

#### **STAFF PRESENT (audio):**

Janice Kimball – Chief Executive Officer  
Andre Bartlome – Chief Financial Officer  
Zach Bale – Chief Programs Officer  
Troy Hart – Real Estate Development Manager  
Jarin Blackham – Information Technology Director  
Mike Kienast – Chief Operations Officer  
Paul Rooker – Human Resources Director  
Jeremy Runia – Real Estate Development Director  
Dan Pincock – Executive Administrator

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#### **COMMENCE**

Chair Jennifer Johnston commenced the Housing Connect Board Meeting at 11:47 a.m.

#### **1. PUBLIC COMMENT**

No one from the public was in attendance at the Board meeting.

#### **2. CONSENT AGENDA**

The Board approved the consent agenda which consisted of the April Board Meeting minutes (with a change to the list of Board Commissioners who approved the Villa Charmant re-finance resolution; Chair Jennifer Johnston had abstained and not voted in favor, as the minutes had originally indicated), the Grants Report, the Quarterly Financial Report, a note of appreciation from a client, The Hub activity report, the Covewood remodel update, the 426 East 500 South project update, information on the Utility Allowance (effective June 1, 2020), the Housing Connect Fund (HCF) report, and May's staff update. Commissioner Nguyen motioned for approval and Vice Chair Mark Johnston seconded, with all commissioners (Chair Jennifer Johnston, Vice Chair Mark Johnston, Commissioners Bernal, Litvack, Moffat, Nguyen, and White) voting in favor.

#### **3. EXECUTIVE SESSION**

At 11:50 a.m., Commissioner Litvack motioned for the Board to go into Executive Session to discuss real estate (purchase agreement review) and Human Resources issues (salary and benefits), with Commissioner Moffat seconding the motion.

At 12:22 p.m., Vice Chair Mark Johnston motioned for the Board to return to regular (open) session. Commissioner Moffat seconded the motion, and all commissioners Chair Jennifer Johnston, Vice Chair Mark Johnston, Commissioners Bernal, Litvack, Moffat, Nguyen, and White) voted in favor. The motion passed, and the Board returned to regular session.

Based on the discussion and information provided during the Human Resources section of the Executive Session, Chair Jennifer Johnston instructed Housing Connect Chief Financial Officer Andre Bartlome that Housing Connect should proceed with the benefits proposal, noting that no formal action by the Board was required.

#### 4. COVID-19 UPDATE

CEO Janice Kimball gave the Board an update on where things stand with COVID-19 and the agency. She said that the agency, in terms of operations, is proceeding in the same manner as it did in April and still has a large segment of staff working remotely, while others are splitting their work between remote and in-office. None of the property offices or community spaces are open, and Housing Connect is waiting to see how loosening up the restrictions go and will make decisions at that point. One staff member tested positive recently since April's update to the Board, and the agency is following Health Department protocols and guidelines. Housing Connect has had its first client who tested positively, and now there are three families who have the virus.

She then presented information on where the agency has spent money for COVID-19-related expenses and focused the Board's attention around the Paycheck Protection Program (PPP) funding that Housing Connect has received. Specifically, she sought the Board's advice on whether Housing Connect should return all of it, retain some of it, or keep all of it, and there was a discussion around this issue. In the end, it was decided to revisit the issue in June or July as more information is obtained.

#### 5. DISPOSITION REPORT

CEO Janice Kimball corrected some information about the disposition that was in the Board book, informing the Board that the number of disposed units is currently at 98 (and not all of the 127 units which have been identified for the disposition). Housing Connect has closed with Utah Housing Corporation (UHC) and West Valley City, as well as the first tranche of properties which has been sold to Community Development Corporation of Utah (CDCU) for a total, to date, of \$9 million. The agency is anticipating a total amount of \$16 million for the sale of the disposition and has proposed to HUD the following breakdown: for RAD transition: \$6.4 million; for new development: \$8.6 million; and for Resident Services: \$2.5 million.

As a starting point for new development, she asked the Board for feedback on using \$5 million of proceeds. There were questions and discussions around a number of topics, including the size of properties/units; establishing criteria; looking for properties which are close to transportation (given the number of clients who rely on that); presentations to jurisdictions about investing in affordable housing; mix of housing; consideration of single resident opportunities (SROs); the possibility of purchasing hotels which may go for sale; leveraging; and applying State and County funding (depending on who is being served). Chair Jennifer Johnston remarked that the Board is looking forward to what management finds.

#### 6. ACTION ITEMS

The Board moved to the Action Items section of the meeting.

##### **Approval of Calendar-Year Audits**

Commissioner Litvack motioned to approve the calendar-year audits, with Vice Chair Mark Johnston seconding. All commissioners (Chair Jennifer Johnston, Vice Chair Mark Johnston, Commissioners Bernal, Litvack, Moffat, Nguyen, and White) voted in favor, and the calendar-year audits were approved. There were no findings, and the audits were clean.

##### **Resolutions #1004 – High Rise Architectural and Engineering Services Contract**

Vice Chair Mark Johnston made a motion to approve the resolution for the Housing Connect version of the High Rise architectural and engineering services contract (which is being awarded to ej architectural, llp). Commissioner White seconded the motion, and all commissioners (Chair Jennifer Johnston, Vice Chair Mark Johnston, Commissioners Bernal, Litvack, Moffat, Nguyen, and White) voted affirmatively. Resolution #1004 (for the High Rise Architectural and Engineering Services contract) was approved.

##### **Resolution #1005 – HUD COVID-19 waivers requested and implemented**

Housing Connect CEO Janice Kimball explained that this action is a follow-up to the discussion at the April Housing Connect Board Meeting. HUD has given housing authorities some waivers to use in order to function in the current environment, and the agency is now bringing forward a list of waivers that it will be implementing. She added the most of the waivers are to make accommodations for people who need to get income verification, but they also give Housing Connect the ability to do some things remotely, as well as allowing the agency some delays in some of the things it does. She also informed the Board that, while Housing Connect submitted its Annual Public Housing Agency (PHA) Plan to HUD on time, since HUD has did not approve it yet, she has asked them for an extension, as there are some items with the development of the High Rise, the agency's preferences, and possibly some waivers which management may want to incorporate into the Plan. The Plan will be re-submitted in August, and the commissioners will need to approve it again. Commissioner Nguyen motioned to approve the COVID-19 waivers, and Commissioner Moffat seconded the motion. All commissioners (Chair Jennifer Johnston, Vice Chair Mark Johnston, Commissioners Bernal, Litvack, Moffat, Nguyen, and White) voted in favor of the motion, and Resolution #1005 (for HUD COVID-19 waivers requested and implemented) was approved.

### **Approval and use of disposition funding**

This was an informal approval, which Chair Jennifer Johnston already indicated that the Board supported using the proceeds and was looking forward to seeing a formal request.

### **7. BUDGET DISCUSSION**

There was nothing further to be added to the budget discussion than what was provided during the Executive Session. The budget will be officially presented for approval at the June meeting.

### **8. CEO's REPORT**

Referring to her written report, CEO Janice Kimball informed the Board that, as part of the CARES Act, Housing Connect was awarded 36 new Mainstream vouchers (serving non-elderly individuals with disabilities).

She also touched on the REAC NSPIRE (National Standards for the Physical Inspection of Real Estate) model for inspections, which HUD has invited the agency to participate in and noted that it bodes well to Public Housing Director Lori Pacheco and how she works with HUD that they nominated our agency. With this nomination, HUD will freeze Housing Connect's High Performer status for the next two years.

In addition, she reported that Housing Connect started last week paying rent for qualifying households with some funding through Salt Lake County, noting that the volume of requests has been quite high.

### **9. COMMISSIONERS INPUT**

Commissioner Nguyen promoted the Housing Connect Fund (HCF) 5K run. She also mentioned that she recently participated in the Housing Committee of the Salt Lake Coalition to End Homelessness.

Commissioner Bernal noted that the national NAHRO conference in July will not take place in New York City (as originally scheduled), but it will be held virtually, instead.

### **10. OTHER**

Housing Connect CEO Janice Kimball pointed out that the Continuum of Care (CoC) waivers were included in the Board book for information purposes only, as these are jurisdictional waivers and are not required by HUD to be approved by the Board.

The Board chose to move the June Board meeting (scheduled for June 24, so as not to conflict with the Mountain Plains NAHRO conference which was going to take place in Park City, Utah, June 17 – 19, but which has since been cancelled) to Wednesday, June 17. No decision was made as to whether this meeting will be in person or held virtually, but the situation will continue to be monitored.

CEO Janice Kimball has indicated that the agency will work on scheduling a tour of The Hub for Board commissioners.

Commissioner Gwen White was happy to share the news of her 10-year anniversary at Kelly Benson.

### **ADJOURN**

At 1:06 p.m., Chair Jennifer Johnston adjourned the Housing Connect Board Meeting.

Respectfully submitted,

Dan Pincock  
Executive Administrator