



## HOUSING CONNECT

### MINUTES OF THE SEPTEMBER 2022 OF THE BOARD OF COMMISSIONERS MEETING

September 21, 2022

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**PRESENT:**

Spencer Moffat – Chair  
Kat Johnson – Commissioner  
Erin Litvack – Commissioner (virtual)  
Christine Nguyen – Commissioner  
Gwen White – Commissioner (virtual)

**EXCUSED:**

Phil Bernal – Vice Chair  
Wendy Leonelli – Commissioner

**GUESTS/PUBLIC:**

Kristi Kearn (HOI Board Trustee)

**STAFF PRESENT**

Andre Bartlome – Chief Financial Officer  
Zach Bale – Chief Program Officer  
Mike Kienast – Chief Operating Officer  
Kirk Moorhead – Real Estate Development Director  
Ilez Brady – Housing Choice Voucher Section 8 Director  
Marni Timmerman – Moving To Work Director  
Paul Rooker – HR Director  
Dan Pincock – Executive Administrator

**EXCUSED:**

Janice Kimball – Chief Executive Officer

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**COMMENCE**

The Housing Connect September 2022 Board of Commissioners Meeting was held on Wednesday, September 21, 2022, at the Housing Connect main office Board Room and commenced at 11:52 a.m. Chair Spencer Moffat facilitated the meeting.

**1. GUESTS/PUBLIC COMMENT**

Housing Opportunities, Inc. (HOI) Board Trustee Kristi Kearn attended the meeting. There was no public comment.

**2. NEW CITY PLAZA PROJECT UPDATE**

Real Estate Development Director Kirk Moorhead reported the New City Plaza (NCP) activities to the Board since the last Board meeting. He noted that construction is proceeding. Draw 2 has funded; Draw 3 is in process. The project has received an allocation of \$2 million in additional private activity funds. Meetings between the architect, owner, and contractor are ongoing, including a meeting with Kier Construction to discuss various issues. There was a recent appreciation lunch with the residents, construction crew, and staff, which included a catered barbeque meal. Currently, the project has reached 8.71% construction completion.

**3. SUNSET GARDENS**

For Sunset Gardens, Real Estate Development Director Kirk Moorhead informed the Board that the tentative closing date is scheduled for the following day (Thursday, September 22), but some issues remain which need to be finalized. The project will issue an early start (one week of mobilization will be needed prior to starting the work) in order for the units to be “placed in service” by December 31, 2023. There will be a groundbreaking celebration event during the third week of October, as well as a contest to rename the property.

**4. CONSENT AGENDA**

The Consent Agenda consisted of the CEO’s report and the recent staff changes. Commissioner Litvack motioned to approve the Consent Agenda, and Commissioner Nguyen seconded the motion. All Board members present (Chair Moffat and Commissioners Johnson,

Litvack, Nguyen, and White) voted in favor, and the Consent Agenda was approved.

## 5. EXECUTIVE SESSION

At 12:04 p.m., Commissioner Johnson motioned for the Board to enter Executive Session to discuss a real estate matter, and Commissioner Nguyen seconded the motion with all Board members present (Chair Moffat and Commissioners Johnson, Litvack, Nguyen, and White) voting in favor.

At 12:21 p.m., Commissioner Litvack motioned for the Board to leave Executive Session, and Commissioner White seconded the motion. All Board members present (Chair Moffat and Commissioners Johnson, Litvack, Nguyen, and White) voted in support, and the Board returned to open (regular) session.

## 5. ACTION ITEMS

The following items were presented to the Board for consideration and voting:

- **August 2022 Housing Connect Board Meeting minutes:** There were no comments or questions regarding the minutes, and Commissioner Litvack motioned to approve them. Commissioner Nguyen then seconded the motion. All Board members present (Chair Moffat and Commissioners Johnson, Litvack, Nguyen, and White) voted to support the motion, and the August 2022 Housing Connect Board Meeting minutes were approved.

- **Resolution #1068 – Public Housing Agency (PHA) Plan and Significant Amendment:** Moving To Work (MTW) Director Marni Timmerman explained that the Board had approved the MTW Supplement in May and that HUD considers this to be a “Significant Amendment” to the Annual Plan. HUD asked Housing Connect to seek public comment and to hold a public hearing, which was done, but the agency did not receive any public comment on the MTW Supplement. Through this resolution, Housing Connect is re-submitting its Annual Plan to HUD with the MTW Supplement as a Significant Amendment to the Plan. There is no new content. Director Timmerman also pointed out that now that Housing Connect is an MTW housing authority, the Supplement will always be part of the Plan going forward, and it will always be a standalone document, as well, with its own process, but the timing will be the same.

Commissioner Nguyen motioned to approve the resolution, and Commissioner Johnson seconded the motion. All Board members present (Chair Moffat and Commissioners Johnson, Litvack, Nguyen, and White) voted to support the motion, and Resolution #1068 (Public Housing Agency (PHA) Plan and Significant Amendment) was approved.

- **Resolution #1069 – changes to the Admissions and Continued Occupancy Policy (ACOP); Resolution #1070 – changes to the Housing Choice Voucher (HCV) Administrative Plan:** MTW Director Timmerman explained that Housing Connect has not yet received official approval from HUD for its MTW waivers. Part of the process for implementing the waiver changes is to update various sections in the HCV Admin Plan, the voucher side and the ACOP side. Director Timmerman reviewed the changes to be approved in the Admin plan by chapter. Once all the MTW waivers have been approved (by the RAB, by the Board, and by HUD), Housing Connect can then start operating with these waiver flexibilities. The changes to the ACOP were the same as those in the Admin Plan, except that that the chapter numbers were different.

HCV Director Ilez Brady then went through the changes to the Admin Plan which were not MTW-related. She explained that the gender text had been changed throughout the Plan. In addition, Housing Connect proposed: Adding a preference for youth vouchers who will lose assistance due to the statutory time limit; extend voucher issuance to 120 days; review of long-term minimum rent hardship at re-examination; and removal of demonstration language, changing the timeframe to state “statutorily required time period,” and addition statutory and education exceptions for assistance.

Commissioner Johnson motioned to approve Resolution #1069 (Admissions and Continued Occupancy Policy – ACOP), and Commissioner White seconded the motion. All Board members present (Chair Moffat and Commissioners Johnson, Litvack, Nguyen, and White) voted in favor, and Resolution #1069 was approved.

Commissioner Nguyen motioned to approve Resolution #1070 (changes to the Housing Choice Voucher (HCV) Admin Plan). Commissioner Litvack seconded the motion with all Board members present (Chair Moffat and Commissioners Johnson, Litvack, Nguyen, and White) voting in support of the motion, which passed, and Resolution #1070 was approved.

- **Resolution #1071 – New payment standards:** Chief Financial Officer (CFO) Andre Bartlome discussed the proposed payment standards. He said that HUD has issued the new Fair Market Rent (FMR) data, which shows that FMRs have gone up between 11% - 13%. Because of the significant increase in FMRs (which are effective October 1), most of the bedroom sizes are below the 90% threshold of the new FMRs. He reviewed different scenarios and what Housing Connect is proposing. He pointed out that the projected Housing Assistance Payment (HAP) expenses had changed from what was sent out to the Board earlier (with assumption of a 10% increase from 2022 to

2023).

Commissioner Nguyen motioned to approve Resolution #1071 (new payment standards), as presented at the Board meeting. Those standards are as follows: 90% Fair Market Rent (FMR) for studio apartments and 5-bedroom and higher units; 110% for 1-bedroom and 2-bedroom units; 105% for 3-bedroom units; and 95% for 4-bedroom units, effective for October 1, 2022, rents.

Commissioner Johnson then seconded the motion. All Board members present (Chair Moffat and Commissioners Johnson, Litvack, Nguyen, and White) voted affirmatively in support of the motion, and Resolution #1071 (new payment standards) was approved.

- **Resolution #1072 – Hunter Hollow signature authority:** It was explained that this resolution is similar to the HOI resolution of the same issue. The resolution gives signature authority for the Hunter Hollow project to Chief Financial Officer Mike Kienast and Chief Operating Officer Andre Bartlome to sign Hunter Hollow documents on behalf of CEO Janice Kimball in her absence.

Commissioner Johnson motioned to approve the resolution, and Commissioner White seconded the motion. All Board members present (Chair Moffat and Commissioners Johnson, Litvack, Nguyen, and White) voted in favor of the motion, which passed, and Resolution #1072 (signature authority for the Hunter Hollow project) was approved.

## 6. EMPLOYEE RETENTION DISCUSSION

There was a discussion on employee retention, which was led by Chief Operating Officer Mike Kienast and Human Resources (HR) Director Paul Rooker. Items and issues which were discussed, debated, and considered included: Salary and recruitment competition, stay interviews, flex scheduling, “in-lieu-of-health care” benefits, employee rent discount, retention bonus, hiring bonus, referral bonus (already being used by Housing Connect), and salary increases (most recently in July). Commissioner Litvack recommended constant monitoring of market salaries and comparisons. Staff will bring back any policy recommendations to the Board for approval.

## 7. MONTHLY FINANCIALS

Chief Financial Officer (CFO) Andre Bartlome provided the monthly financial report to the Board. The information covered the month of July.

Central Office/Maintenance has less revenue coming in due to less fee-for-service. Bodhi has some ongoing issues. Housing Connect has \$15 million in cash-on-hand reserves, of which \$5.6 million is unrestricted.

## 8. COMMISSIONERS' INPUT

Commissioner White reported that the Resident Advisory Board (RAB) meeting had been held the previous week and that the RAB approved the changes to the Annual Plan.

Commissioner Litvack told the Board that the Mayor’s office is working through budgets.

Commissioner Nguyen informed the Board that the Utah Department of Health (Medicaid office) is looking to roll out its housing-related services and support program in October (as there had been a small delay).

Commissioner Johnson followed up with management about whether there was an update on a previous Board meeting’s refugee (RESH) issue. Chief Program Officer Zach Bale responded that Housing Connect has been in touch with the Refugee Services Office (RSO) and that Housing Connect is still working on a solution.

Executive Administrator Dan Pincock informed the Board that he would be sending an e-mail message to Board members regarding information on upcoming NAHRO and PHADA trainings and conferences, especially ones related to commissioner training.

## ADJOURN

At 1:17 p.m., the meeting was adjourned.

Respectfully submitted,

Dan Pincock  
Executive Administrator