



HOUSING CONNECT

MINUTES OF THE JUNE 2023 REGULAR MEETING OF THE BOARD OF COMMISSIONERS

June 21, 2023

PRESENT:

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

EXCUSED:

Wendy Leonelli – Commissioner

GUEST:

Kristi Kearl – HOI Board Trustee

STAFF PRESENT:

Janice Kimball – Chief Executive Officer
Andre Bartlome – Chief Financial Officer
Mike Kienast – Chief Operating Officer
Kirk Moorhead – Real Estate Development Director
Jarín Blackham – Information Technology Director
Lori Pacheco – Public Housing Director
Dan Pincock – Executive Administrator

COMMENCE

The Housing Connect May 2023 Board of Commissioners Meeting was held in-person and virtually on Wednesday, June 21, 2023, and commenced at 11:52 a.m. Chair Spencer Moffat facilitated the meeting.

1. GUESTS/PUBLIC COMMENT

Kristi Kearl, a HOI Board Trustee, attended the meeting.

2. CONSENT AGENDA

The Consent Agenda consisted of Resolution #1083: Public Housing Admissions and Continued Occupancy Policy (ACOP) changes, and the staff update. For Resolution #1083, CEO Janice Kimball informed the Board that update to the Public Housing ACOP is due to HUD changes, and the Policy reflect how Housing Connect will work with those tenants who are over the AMI income limits. Those who are considered over the limit for a period of two years will be asked to pay Fair Market Rent (FMR). Public Housing Director Pacheco clarified to say that the limit is the Very Low Income Limit (50%) income threshold for a household multiplied by 2.4. CEO Kimball further stated that the change does not affect the majority of tenants. In addition, the VAWA (Violence Against Women Act) section has been changed to add human trafficking to the list of victims protected under VAWA. Commissioner Litvack motioned to approve the resolution, while Commissioner Johnson provided the second for the motion. All Board members present (Chair Moffat, Vice Chair Bernal, and Commissioners Johnson, Litvack, Nguyen, and White) voted affirmatively, and the motion passed. Resolution #1083 (for the changes to the ACOP) was approved.

Commissioner White motioned to accept the Consent Agenda, and Commissioner Nguyen seconded the motion. All Board members present (Chair Moffat, Vice Chair Bernal, and Commissioners Johnson, Litvack, Nguyen, and White) voted in support, and the Consent Agenda was approved.

5. REAL ESTATE DEVELOPMENT UPDATE

Housing Connect Real Estate Development Director Kirk Moorhead provided the real estate development update as follows:

- New City Plaza (NCP): Construction is proceeding on Building A, as well as selective demolition on vacant units in Building B. Construction on Building C had been paused but is now able to continue. The mechanical issue with the City has been resolved and is moving forward. Some groundwater pollution has been discovered. An environmental engineer will test and then come up with a response action plan. Construction is at 33% complete, and the contingency amount has been revised (due to some additional fundraising) and is now at almost \$6.3 million with \$2.6 million in remaining construction contingency. The agency is looking into some additional fundraising activities, as well.

- East 72: Construction is proceeding and is approximately 53% complete. Housing Connect is bringing in an owner's representative with more construction experience to review the construction documents for completeness and who can review requests for information, submittals, and potential change orders. The agency has expressed a lack of confidence in the construction company to build according to design. About 1/3 of the construction contingency has been used up.

- Granger Apartments: The Section 18 application with HUD is still pending, and the design team is finishing up the construction documents (it is anticipating that the agency will receive them by the end of the week) so that Housing Connect can apply for the permit and put the bid out, while at the same time submitting the documents to the West Valley City Building Department for its review. Housing Connect expects to have a sworn construction statement by mid-July and will have enough information to bring the project to close by the end of the summer. The agency will handle the construction in two phases, which will require relocating 50% of the households off site, of which Public Housing Director Pacheco confirmed that there are three households left to relocate and others have already moved off site. There will be some internal shuffling, as well. Housing Connect is working with Wells Fargo to meet its due diligence requirements.

6. CLOSED MEETING

At 12:08 p.m., Commissioner Litvack motioned for the Board to enter Closed Meeting to discuss personnel and real property transaction issues. Commissioner White seconded the motion, and all Board members present (Chair Moffat, Vice Chair Bernal, and Commissioners Johnson, Litvack, Nguyen, and White) voted in support, and the Board entered Closed Meeting.

At 12:48 p.m., Commissioner Nguyen made a motion for the Board to return to regular (open) session, with Commissioner Johnson seconding the motion. All Board members (Chair Moffat, Vice Chair Bernal, and Commissioners Johnson, Litvack, Nguyen, and White) voted favorably, and the Board returned to regular session.

7. ACTION ITEMS

The following two items were voted on by the Board as part of the Action Items:

- the Housing Connect Board Meeting minutes for the May 2023 Board meeting. There were no comments or questions regarding the minutes. Commissioner Litvack motioned to approve the minutes and Commissioner White seconded the motion. All Board members present (Chair Moffat, Vice Chair Bernal, and Commissioners Johnson, Litvack, Nguyen, and White) supported the motion, and the May 2023 Board Meeting minutes were approved.

- Resolution #1082: the Housing Connect Fiscal Year 2023 18-month budget: CFO Bartlome presented the 18-month Housing Connect Fiscal Year 2023 budget to the Board. He explained that a simple formula of 1.5 times the 12-month budget was used for most of the line items, the exceptions being the salary and benefit and the revenue lines. He noted that while this was a fairly simple process, the full budget process will begin in the Fall (in order for the Fiscal Year 2024 budget to be approved before December 31, 2023).

Commissioner Nguyen motioned for the Board to approve the 18-month budget resolution. Commissioner Johnson seconded the motion, and all Board members present (Chair Moffat, Vice Chair Bernal, and Commissioners Johnson, Litvack, Nguyen, and White) voted in favor of the motion, and Resolution #1082 (the Housing Connect Fiscal Year 2023 18-month budget) was approved.

7. CEO's REPORT

Housing Connect CEO Janice Kimball gave her report to the Board, and mentioned the following items:

- the need for a new administrative building: The present building is dated, and the agency is outgrowing it. A lot of the space is not functional, and significant investments are going to need to be made (such as a new boiler system and roof – approximate cost: \$1.2 million). Presently, there are 75 on-site staff, and the projection is 20 – 25 new office spaces will be needed over the next 10 years. It is also not the most accessible for those with mobility issues. There was a discussion on various options and locations, including building on

the front of the current main office parking lot.

- a department reorganization: Moving To Work Director Marni Timmerman has been promoted to Chief Administrative Officer. In addition to MTW, she will also oversee Section 8 and contract administration. Once the disposition of Public Housing has taken place, all of Moving To Work will fall under Section 8, and it will all align very nicely.

- a partnership with Salt Lake County (through Utah Behavioral Health): Housing Connect will help with some renovations to a care center and will act as the rent paying entity and will pass through \$500,000 to assist with renovations. Housing Connect has done this before with certain partners and will be involved with tracking and monitoring of expenses.

- Section 8 update: As of June 1, 88% of program vouchers are leased, and spending is at 95% of the budget authority. Approximately 3,600 people are on the waitlist, and 2,100 of those were added as of June 1 (when the waitlist re-opened).

- Family Unification Vouchers: An application was submitted for 75 new vouchers on May 25. Family Unification Vouchers serve families who are involved with the Child Protection Services and youth aging out of the Foster Care Services.

- Staff development training contract: To support staff development and succession planning, Housing Connect has contracted with Jathan Janove who is a coach and organizational development and will do some monthly trainings for staff and some individual coaching which will be targeted to the next level of leadership.

8. MONTHLY FINANCIALS

CFO Bartolome informed the Board that the monthly financial report was through the end of April and commented that the financials position of Housing Connect is well and very similar to the prior month including the reserves.

9. COMMISSIONERS' INPUT

Commissioner Litvack said that the County Mayor's office is working through the budget process.

Commissioner White said that the RAB did not hold a meeting in June, and she would have an update at the next Board meeting.

Commissioner Johnson said that she recently received the PHA Commissioners Handbook from a NAHRO training which she took a couple of months ago and is willing to bring it for any commissioners who would be interested in reading through it.

Commissioner Nguyen informed the Board that her department is working on the housing-related services and support program and said that there are quite a few sober-living partners who are joining the program. The department will soon be giving a presentation in Ogden to a community group and is hopeful that they will have ideas on new partnerships in the Ogden area. She commented that it is going well.

Vice Chair Bernal mentioned that NAHRO will hold its Summer symposium in July in Washington, D.C. The National NAHRO Conference will be in October, and the organizers are reviewing session topics. The Utah NAHRO chapter is already looking at dates next April to hold its 2024 conference (in St. George).

Chair Moffat said that on the construction front they are seeing strong proposals and good prices on bids.

10. OTHER

ADJOURN

There was a question on the need to hold a full meeting in July, and it was agreed by all that a shorter meeting held virtually would be appreciated, given the various summer activities which everyone is involved with. The July meeting, if held, will be a virtual meeting on Wednesday, July 19.

At 1:13 p.m., Chair Moffat adjourned the meeting without objection.

Respectfully submitted,

Dan Pincock
Executive Administrator