

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Regular Meeting

Date: Wednesday, November 18, 2015
Time: 4:17 p.m. - 5:12 p.m.
Location: 650 West 100 North
Provo, Utah

Opening Business

- 1. Welcome and Roll Call:** Chairman Doug Gale welcomed the Board and opened the meeting at 4:17 p.m. The following members of the Board of Commissioners and Staff were in attendance: Chairman Doug Gale; Vice-Chair Jonathan Kau; Commissioner Buddy Richards; Commissioner Valerie Lee; Commissioner David Gardner; Jeremy Runia, Executive Director; Cindy Daley, Rental Subsidy Manager; April Smith, Owned Housing Manager; Shannon Dalley, Financial Services Manager, Dean Clement, Facilities Manager and Becky Chipman, Executive Assistant. Commissioner Craig Carlile was excused from the meeting. Shannon Dalley was excused from the meeting at 5:11pm.
 - 2. Approval of Minutes for Wednesday, October 21, 2015:** Chairman Gale referred the Board to Tab 1, which contained the Minutes for October 21, 2015. Commissioner Lee moved to approve the minutes for October 21, 2015. Vice-Chair Kau seconded the motion. The motion passed unanimously, 5:0.
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Executive Directors Report:

- 1. Cascade Gardens (Formerly St. Francis):** Mr. Runia provided a slide show for the Board showing the progress of Cascade Gardens Apartments. Some discussion took place regarding the slides and completion of the development.
 - 2. Dixon Court:** Another slide show was presented showing the Board the complete duplex at Dixon Court.
 - 3. Staff:** There was an open enrollment meeting for health and dental insurance. There were no changes to the medical coverage or premiums. A small increase on dental premiums will be incurred for 2016. PCHA's annual Christmas party has been scheduled for December.
 - 4. PCHA Office Update:** This process has been slow due to the time constraints of other business during November.
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Discussion Items

- 1. Public Comment:** No members of the Public were present.
 - 2. Update on Furnace Replacement:** The contract for replacement of 28 furnaces is being fulfilled. To date there has been 10 replaced and work continues on the remaining furnaces.
 - 3. Board Appointment Letters to Mayor Curtis:** Chairman Gale referred the board to tab 2a and 2b the Board Appointment Letters which have been drafted and addressed to Mayor Curtis. Mr. Runia suggests the Board send the letter from tab 2b to the mayor to reappoint the five Board members for another four years. Each Board member can resign as necessary making it easier to stagger the terms. The Board would like to have Mr. Runia speak with the Mayor or representative from the Mayor's office for additional prospective.
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Action Items

- 1. 2016 Board Meeting Schedule:** Chairman Gale referred the Board to tab 3, which contained the 2016 Board Meeting Schedule. The Board has requested the first three meetings of 2016 be held on Tuesdays. Vice-Chair Kau moved to approve the 2016 Board Meeting Schedule with the exception that January, February and March meeting be held on Tuesday not Wednesday. Commissioner Richards seconded the motion. The motion passed unanimously, 5:0.
- 2. SEMAP: Section 8 Management Assessment Program:** Chairman Gale referred the Board to tab 4, which contained the Section 8 Management Assessment Program. Discussion regarding the matter ensued with all questions or concerns of the board members adequately addressed. Commissioner Gardner moved to approve the motion. Commissioner Lee seconded the motion. The motion passed unanimously. 5:0.
- 3. Lump Sum Wage Adjustment:** Chairman Gale referred the Board to tab 5, which contained the Lump Sum Wage Adjustment. Mr. Runia is proposing this be changed from 80% / 20 % computation to a 90% / 10% structure. The change allows a narrower variance. Commissioner Gardner moved to approve. Commissioner Richards seconded the motion. The motion passed unanimously, 5:0.

Adjourn: Chairman Gale moved to adjourn the meeting. Commissioner Lee motioned to approve. Vice-Chair Kau seconded the motion. The motion passed unanimously, 5:0. The meeting was closed at 5:12 p.m. The next meeting of the Provo City Housing Authority is scheduled for December 16, 2015 @ 4:15 p.m.
