

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Regular Meeting

Date: Wednesday, August 16, 2017
Time: 4:20 pm – 5:22 pm
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 4:20 pm. The following members of the Board of Commissioners and staff in attendance were: Chairman Doug Gale; Vice-Chair Jon Kau; Commissioner Buddy Richards; Commissioner Kim Santiago; Robert Vernon, Executive Director; Cindy Daley, Rental Subsidy Manager; Shannon Dalley, Financial Services Manager; Dean Clement, Facilities Manager and Becky Chipman, Executive Assistant.
 - 2. Approval of Minutes for July 19, 2017 Regular Board Meeting:** Chairman Doug Gale referred the Board to tab 1, which contained the July 19, 2017 Meeting Minutes. Vice-Chair Jon Kau moved to approve the minutes for July 19, 2017. Commissioner Buddy Richards seconded the motion. The motion passed unanimously, 4:0.
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Executive Directors Report:

- Mr. Vernon informed the Board of transparency laws the State of Utah is enforcing and auditing that includes all Government Agencies including Housing Authorities.
 - Mr. Vernon and Mrs. Dalley had a meeting with Zions Bank to understand PCHA's bank statements better and were able to save money on fees.
 - Mr. Vernon will be attending training the end of August in Washington, D.C. and a PHADA Legislative conference the middle of September.
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Discussion Items

- 1. Public Comment:** No members of the public were present.
 - 2. New Office Update:** There was a pre-bid conference with 5 contractors attending that asked questions. The bid opening will be on August 30, 2017 at 3:00 pm. There are still some engineering items on the City level that is slowing down obtaining a building permit.
 - 3. Checklist of Best Practices for Board Members:** Chairman Doug Gale referred the Board to tab 2, which contained a document to assist Board Members of the best practices for Board Members of limited purpose entities. Mr. Vernon went through some of these practices and how they apply to our Board of Commissioners.
 - 4. Filed 2018 Shelter Plus Care Grant:** Mrs. Daley explained about this renewal and whether we are applying for the expansion money available. It was determined we would not apply for the expansion grant.
 - 5. Maintenance Building:** Mr. Vernon and Mr. Clement would like to build a new shop to store more supplies and tools on the new property that was purchased. Mr. Clement gave a brief description of how crowded the maintenance shop is now.
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Action Items

1. Approval of June 2017 Monthly Financial Statements & Disbursements: Chairman Doug Gale referred the board to tab 3, which contained June 2017 Financial Statements and Disbursements. Mrs. Dalley provided a list detailing why there would be anything out of the ordinary. There were some questions asked by the Board that were satisfied by Mrs. Dalley. Commissioner Kim Santiago moved to approve June 2017 Financials and Disbursements. Commissioner Buddy Richards seconded the motion. The motion passed unanimously, 4:0.

Executive Session: Enter into Executive Session to discuss real estate activities. Mr. Vernon would like to wait until next month to have this discussion.

Adjourn: Chairman Doug Gale moved to adjourn the meeting. Commissioner Buddy Richards motioned to approve. Vice-Chair Kau seconded the motion. The motion passed unanimously, 4:0. The meeting was closed at 5:22 pm. The next meeting of the Provo City Housing Authority is scheduled for September 20, 2017 @ 4:15pm.
