

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Regular Meeting

Date: Wednesday, May 17, 2017
Time: 4:20 p.m. – 5:52 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 4:20 p.m. The following members of the Board of Commissioners and staff in attendance were: Chairman Doug Gale; Vice-Chair Jon Kau; Commissioner Valerie Lee; Commissioner Lauren Manzione; Robert Vernon, Executive Director; April Smith, Owned Housing Manager; Dean Clement, Facilities Manager; Cindy Daley, Rental Subsidy Manager; Shannon Dalley, Financial Manager; Brent Stratton with B2A, CPA; and Becky Chipman, Executive Assistant. Commissioner Craig Carlile, Commissioner Buddy Richards and Commissioner Kim Santiago were excused from the meeting. Brent Stratton was excused from the meeting at 5:10 p.m.
 - 2. Approval of Minutes for April 26, 2017 Annual Board Meeting:** Chairman Doug Gale referred the Board to tab 1, which contained the April 26, 2017 Annual Meeting Minutes. Commissioner Valerie Lee moved to approve the minutes for April 26, 2017. Vice-Chair Jon Kau seconded the motion. The motion passed unanimously, 4:0.
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Executive Directors Report: Mr. Vernon updated the Board on the 2017 HUD Spending Bill approved by Congress. Mr. Vernon will present a budget revision in the June Board for approval.

Discussion Items

- 1. Public Comment:** No members of the public were present.
 - 2. New Office Update:** The plans are still going through City Approval.
 - 3. Reschedule Public Housing Tour:** Becky Chipman will send some dates and times for a housing tour.
 - 4. Fiscal and Calendar year 2016 audited financials:** Brent Stratton with B2A, CPA presented the 2016 Audited Financial Statements. Chairman Gale questioned the fiscal year this is for which is from October 1, 2015-September 30, 2016. The Board asked several questions that were satisfied by Brent Stratton. This will be an action item for the June Board meeting that has been changed to June, 28th.
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Executive Session

- 1. Enter to Executive Session to discuss Executive Director, Robert Vernon's performance goals and compensation:** Vice-Chair Jon Kau moved to enter to executive session at 5:22 p.m. Commissioner Lauren Manzione seconded the motion. The motion passed unanimously, 4:0.

Commissioner Valerie Lee motioned to exit out of executive session at 5:40 p.m. Commissioner Lauren Manzione seconded the motion. The motion passed unanimously, 4:0.

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Action Items

1. Approval of PCHA Monthly Financial Statements & Disbursements: Mrs. Dalley discussed the monthly financial statements for March 2017. Vice-Chair Jon Kau moved to approve. Commissioner Lauren Manzione seconded the motion. The motion passed, unanimously, 4:0.

2. Approval of Quarterly Financial Statements for Non-HUD Properties: Mrs. Dalley discussed the quarterly financial statements for Q1 2017. Commissioner Valerie Lee moved to approve. Vice-Chair Jon Kau seconded the motion. The motion passed, unanimously, 4:0.

3. Approval of PCHA Annual Plan: Chairman Gale referred the Board to tab 4, which included the PCHA Annual plan. Mr. Vernon informed the Board that he had made two changes to the annual plan. Mr. Vernon plans to apply for additional Capital Funds by submitting an Emergency Grant for funds to repair major plumbing issues at several sites. Mr. Vernon will also be using project based vouchers to help finance additional low-income units. Also included in the annual plan are comments/concerns voiced by residents at the Resident Advisory Board Meeting and PCHA's plans to address those issues. Vice-Chair Jon Kau motioned to approve the PCHA Annual Plan. Commissioner Lauren Manzione seconded the motion. The motion passed unanimously, 4:0.

4. Approve Changes of Executive Directors Performance Goals and Compensation: Chairman Doug Gale entertained a motion to approve changes in the Executive Directors performance goals and compensation an additional \$5,000 starting June 1, 2017. Mr. Vernon's performance will be reviewed again on January 1, 2018. Vice-Chair Kau moved to approve. Commissioner Lauren Manzione seconded the motion. The motion passed unanimously, 4:0. The Board of Commissioners each had a great review for Mr. Vernon and said some kind words of appreciation.

5. Approve the sale of the Church Property to Non-Profit: The purchase was approved on the Non-Profit side and the sale needs to be approved from PCHA. The purchase will be \$95,070. Commissioner Valerie Lee motioned to approve the sale of the Church Property from Provo City Housing Authority to Provo Non-Profit Housing Development Corporation. Vice-Chair Jon Kau seconded the motion. The motion passed unanimously, 4:0.

Adjourn: Chairman Doug Gale moved to adjourn the meeting. Vice-Chair Kau motioned to approve. Commissioner Valerie Lee seconded the motion. The motion passed unanimously, 4:0. The meeting was closed at 5:52 p.m. The next meeting of the Provo City Housing Authority is scheduled for June 28, 2017 @ 4:15 p.m.
