

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Regular Meeting

Date: Wednesday, June 28, 2017
Time: 4:18 pm – 5:55 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 4:18 p.m. The following members of the Board of Commissioners and staff in attendance were: Chairman Doug Gale; Vice-Chair Jon Kau; Commissioner Kim Santiago; Commissioner Buddy Richards; Commissioner Craig Carlile; Commissioner Lauren Manzione; Robert Vernon, Executive Director; Cindy Daley, Rental Subsidy Manager; Shannon Dalley, Financial Services Manager; Dean Clement, Facilities Manager and Becky Chipman, Executive Assistant. Commissioner Valerie Lee was excused from the meeting. Shannon Dalley exited the meeting at 5:00pm.
 - 2. Approval of Minutes for May 17, 2017 Regular Board Meeting:** Chairman Doug Gale referred the Board to tab 1, which contained the May 17, 2017 Meeting Minutes. Commissioner Buddy Richards moved to approve the minutes for May 17, 2017. Vice-Chair Jon Kau seconded the motion. The motioned passed unanimously, 6:0.
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Executive Directors Report:

- Mr. Vernon did a presentation for the city council to define and raise awareness for low income housing he received excellent feedback from a discussion by the City Council on low income housing. Commissioner Kim Santiago gave some insight from the Council's point of view and the ADHOC Housing committee.
 - Email from Mrs. Daley letting staff know of some changes in the office and staff.
 - Utah Local Government Trust has asked Robert to be on an advisory committee and he has accepted to be on this committee. This is a quarterly meeting that will not require a significant amount of time.
 - Mr. Vernon will be changing his hours from 7:00am to 5:00pm and work half a day on Fridays.
 - The state statute requires there be a real estate agent on staff to manage property for other companies. Mr. Vernon would like to become a real estate agent. Commissioner Craig Carlile and Commissioner Kim Santiago stated that they would prefer a legislative change and will make some contacts.
 - Mr. Vernon is going to the City to request the PILOT taxes returned.
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Discussion Items

- 1. Public Comment:** No members of the public were present.
 - 2. New Office Update:** Provo City Design Review Committee approved the new office building. There is a Planning Commission meeting for the final approval on July 12, 2017.
 - 3. Reschedule Public Housing Tour for July 10th or July 12th:** This will be rescheduled for fall. Becky C. will do a Doodle poll when everyone's schedule is not full for the summer.
 - 4. Community Assessment Invoice:** Chairman Doug Gale referred the board to tab 2, which contained an invoice from United Way for a Community Assessment analysis. Mr. Vernon explained how this assessment will help with future housing. The Board has some questions about how this data helps the housing authority. Mr. Vernon told the Board that he would keep them updated.
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Action Items

1. Approval of April's Monthly Financial Statements & Disbursements: Chairman Doug Gale referred the board to tab 3, which contained April 2017 Financial Statements and Disbursements. There were some questions asked by the Board that were satisfied by Mrs. Dalley. Mr. Vernon explained some of the spending procedures and how the grant money is drawn down. Commissioner Buddy Richards moved to approve April's Financials and Disbursements. Commissioner Lauren Manzione seconded the motion. The motion passed unanimously, 6:0.

2. Approval of 2016 Audited Financials: Chairman Doug Gale referred the board to tab 4, which contained the 2016 Audited Financials that were presented in May 17, 2017 Board Meeting by Brent Stratton with B2A, CPA. These were updated with one change and need to be approved. Commissioner Kim Santiago moved to approve the 2016 audited financials. Commissioner Buddy Richards seconded the motion. The motion passed unanimously, 6:0.

3. Approval of Budget Revision: Chairman Doug Gale referred the board to tab 5, which contained 2017 Budget Revisions due to the HUD spending bill that was approved by congress. The Board asked several questions about budget line items. Commissioner Craig Carlile moved to approve the June 28, 2017 budget revisions. Vice-Chair Jon Kau seconded the motion. The motion passed unanimously, 6:0.

4. NAHRO Letter: Chairman Doug Gale referred the board to tab 6, which contained a letter from NAHRO to join a lawsuit. Mr. Vernon explained the letter received from NAHRO, HUD recaptured funds from housing authorities. There is a lawsuit to get this returned. Mr. Vernon would like to join this lawsuit to get \$37,114 returned from 2012 recaptured funds. Commissioner Craig Carlile moved to approve PCHA join the lawsuit. Vice-Chair Jon Kau seconded the motion. The motion passed 5:1. The motion was opposed by Commissioner Kim Santiago.

5. PCHA Procurement Policy: Chairman Doug Gale referred the board to tab 7, which contained the updated procurement policy. This is the procurement policy that was just written for Salt Lake County Housing Authority that was created after an OIG audit. Commissioner Craig Carlile moved to approve the PCHA Procurement Policy as presented. Commissioner Buddy Richards seconded the motion. The motion passed unanimously, 6:0.

6. Payment Standard Increase: Chairman Doug Gale referred the board to tab 8, which contained the 2017 Payment Standard Increase memo from Mrs. Daley. Vice-Chair Jon Kau moved to approve the payment standard increase. Commissioner Buddy Richards seconded the motion. The motion passed unanimously, 6:0.

7. Pre-Approval of Furnace Replacement Bids: Mr. Vernon explained the sealed bid for replacement of 47 furnaces. There was only one bid turned in as of June 28, 2017. There will be a spread sheet monthly with how much has been spent on Public Housing Repairs. Commissioner Craig Carlile moved to approve the acceptance of the lowest bid that's less than \$200,000. Commissioner Lauren Manzione seconded the motion. The motion passed unanimously, 6:0.

Adjourn: Chairman Doug Gale moved to adjourn the meeting. Commissioner Kim Santiago motioned to approve. Vice-Chair Jon Kau seconded the motion. The motion passed unanimously, 6:0. The meeting was closed at 5:55pm. The next meeting of the Provo City Housing Authority is scheduled for July 19, 2017 @ 4:15pm.
