

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Regular Meeting

Date: Wednesday, September 19, 2018
Time: 4:35 p.m. – 5:23 p.m.
Location: 650 West 100 North
Provo, Utah

Opening Business

1. Welcome and Roll Call: Chairman Doug Gale welcomed the Board of Commissioners and opened the meeting at 4:35 p.m. The following members of the Board of Commissioners and staff in attendance were: Chairman Doug Gale; Vice-Chair Jon Kau; Commissioner Buddy Richards; Commissioner Lauren Manzione; Robert Vernon, Chief Executive Officer; Cindy Daley, Rental Subsidy Manager; Shannon Dalley, Financial Services Manager; Dean Clement, Facilities Manager and Becky Chipman, Executive Assistant. Commissioner Valerie Lee and Commissioner Craig Carlile were excused.

Approval of Minutes for Wednesday, August 15, 2018: Chairman Doug Gale referred the Board to Tab 1, which contained the Minutes for August 15, 2018. Vice-Chair Jon Kau made a motion to approve the minutes for Wednesday, August 15, 2018. Commissioner Lauren Manzione seconded the motion. The motion passed unanimously, 4:0.

Chief Executive Officer Report

- **Amenity Inn:** PCHA will be able to take occupancy October 1, 2018. The case workers have already filled all the rooms.
 - **Congressional Conference:** Mr. Vernon went to Washington, D.C. for a conference. There are some issues with the ACC Contract with HUD. HUD is trying to change this Contract. Mr. Vernon gave some information on some of the changes that HUD would like to make.
 - **New Office Building:** Mr. Clement gave an update on the progress of the new office building. Mr. Vernon is planning to have a staff meeting to discuss how this new office move will transition.
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Discussion Items

1. Public Comment: None of the public was present for comment.

2. Commissioner Valerie Lee has resigned from the Board of Commissioners. PCHA will need to appoint a resident board member to replace Valerie Lee. The Board of Commissioners and PCHA staff would like to send a gift to Valerie for her many years of serving the PCHA Board.

3. Commissioner Kim Santiago resigned from the PCHA Board of Commissioners and will continue on the Utah Regional Housing Board of Directors.

Action Items

1. Approval of 2018 Budget Revisions: Chairman Doug Gale referred the Board to tab 2 which contained the 2018 Budget revisions. These are only required for HUD programs and are actual numbers. Commissioner Lauren Manzione made a motion to approve the budget revisions. Commissioner Buddy Richards seconded the motion. The motion passed unanimously, 4:0.

2. Approval of Resolution 09-A-18 Revision to the Public Housing Operating Budget for the Fiscal Year 2018: Chairman Doug Gale referred the Board to tab 3 which contained Resolution 09-A-18 2018 Budget revisions. This is the form HUD requires. Vice-Chair Jon Kau made a motion to approve the budget revisions. Commissioner Buddy Richards seconded the motion. The motion passed unanimously, 4:0.

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3. Budget Approvals for the Fiscal Year 2019: Chairman Doug Gale referred the Board to tab 4, which contained the 2019 budgets. Commissioner Buddy Richards made a motion to approve the 2019 Budgets. Commissioner Lauren Manzione seconded the motion. The motion passed unanimously, 4:0.

4. Approval of Resolution 09-B-18 Public Housing Operating Budget for Fiscal Year 2019: Chairman Doug Gale referred the Board to tab 5, which contained resolution 09-B-19 2019 Budgets. Commissioner Buddy Richards made a motion to approve the 2019 Budgets. Vice-Chair Jon Kau seconded the motion. The motion passed unanimously, 4:0.

5. July 2018 Financials and Disbursements: Chairman Doug Gale referred the Board to tab 6, which contained July 2018 Financials and Disbursements. The Board of Commissioners had several questions that were satisfied by Mrs. Dalley. Vice-Chair Jon Kau made a motion to approve the July 2018 Financials and Disbursements. Commissioner Lauren Manzione seconded the motion. The motion passed unanimously, 4:0.

6. Approval of Resolution 09-C-18 Receivable Write-Offs: Chairman Doug Gale referred the Board to tab 7 which contained resolution number 09-C-18 receivable write-offs. Vice-Chair Jon Kau made a motion to approve resolution 09-C-18. Commissioner Buddy Richards seconded the motion. The motion passed unanimously, 4:0.

7. Approval of Resolution 09-D-18 Equipment Write-Offs: Chairman Doug Gale referred the Board to tab 8 which contained resolution number 09-D-18 equipment write-offs. Commissioner Buddy Richards made a motion to approve resolution 09-D-18. Vice-Chair Jon Kau seconded the motion. The motion passed unanimously, 4:0.

8. Approval of Payment Standard Increase: Chairman Doug Gale referred the Board to tab 9, which contained proposed rental standard increase which is done every year at this time. Vice-Chair Jon Kau made a motion to approve the rental standard increase. Commissioner Lauren Manzione seconded the motion. The motion passed unanimously, 4:0.

9. Appoint Two Directors to the Utah Regional Housing Board: Mr. Vernon needs a motion to approve appointing Chairman Doug Gale and Commissioner Craig Carlile to the Utah Regional Housing Nonprofit Board. Commissioner Buddy Richards made a motion to appoint Chairman Doug Gale and Commissioner Craig Carlile to the nonprofit board. Vice-Chair Jon Kau seconded the motion. The motion passed unanimously, 4:0.

Adjourn: Chairman Doug Gale asked for a motion to adjourn the meeting. Vice-Chair Jon Kau made a motion to adjourn. Commissioner Buddy Richards seconded the motion. The motion passed unanimously, 4:0. The meeting was closed at 5:23 pm. The next meeting of the Provo City Housing Authority is Wednesday, October 17, 2018 @ 4:15 p.m.
