

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS & PROVO NONPROFIT HOUSING DEVELOPMENT CORPORATION BOARD OF DIRECTORS



Regular Meeting

Date: Wednesday, November 28, 2012
Time: 4:15 p.m. - 5:30 p.m.
Location: 650 West 100 North
Provo, Utah

Opening Business

- 1. Welcome and Roll Call:** Vice-Chair Kau welcomed the Board and called the meeting to order at 4:20 pm. The following Commissioners were present when the meeting was called to order: Vice-Chair Jonathan Kau, Commissioner Craig Carlile, Commissioner Valerie Lee, Commissioner David Gardner, and Commissioner Buddy Richards. Chairperson Douglas Gale was excused from the meeting. Commissioner Carlile was excused from the meeting at 5:16 p.m.

The following staff from the Provo City Housing Authority were present: Douglas Carlson, Executive Director; Dean Clement, Facilities Manager; Cindy Daley, Rental Subsidy Manager; April Smith, Owned Housing Manager; Donna Smith, Financial Services Manager; and Erin Haley, Executive Assistant.

The agenda was presented in the following order: Opening Business, Report of the Executive Director, Action Items, Discussion Items, Adjourn.

- 2. Approval of Minutes from September 26, 2012:** Vice-Chair Kau referred the Board to Tab 1, which contained the minutes from September 26, 2012 and asked if anyone had any questions or comments about the Minutes. There were not any questions or comments. Commissioner Lee moved to approve the Minutes from September 26, 2012. Commissioner Richards seconded the motion. The motion passed unanimously 5:0.
 - 3. Approval of Minutes from October 26, 2012:** Vice-Chair Kau referred the Board to Tab 2, which contained the minutes from October 26, 2012 and asked if anyone had any questions or comments about the Minutes. There were not any questions or comments. Commissioner Gardner moved to approve the Minutes from October 26, 2012. Commissioner Lee seconded the motion. The motion passed unanimously 5:0.
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Report of the Executive Director

Review of PCHA Board Retreat of October 26th-27th, 2012: Vice-Chair Kau referred the Board to Tab 3, which contained a summary of the Planning Retreat. The Board briefly discussed calendaring and planning issues related to the upcoming year.

Discussion Items

Presentation by Commissioner Richards on Socioeconomic Trends and Patterns in Provo: Commissioner Richards gave a presentation of socio-economic demographics and poverty issues in Provo.

Action Items

- 1. Approval of Section 8 Management Assessment Program (SEMAP) Certification for 2012:** Vice-Chair Kau referred the Board to Tab 4, which contained the Section 8 Management Assessment Program Certification for 2012. Mr. Carlson stated that the program had performed well this year. With the extra 5 point bonus that HUD awards for "deconcentration." Vice-Chair Kau asked if there were any changes from the previous year's submission. Mr. Carlson stated that there were not. The Board discussed issues related to the annual audit, and how program performance is monitored during the audit.

Commissioner Richards moved to approve the Section 8 Management Assessment Program Certification for 2012. Commissioner Carlile seconded the motion. The motion passed unanimously, 5:0.

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2. Approval of a Request for a PCHA Employee Compensation Adjustment for 2012: Vice-Chair Kau referred the Board to Tab 5, which contained a spread-sheet detail for a lump-sum wage compensation adjustment for PCHA employees. Mr. Carlson explained that this lump-sum wage adjustment is 2% of the annual payroll allocated appropriately across the PCHA's programs. The Board expressed appreciation for the staff's performance over the past year.

Commissioner Gardner moved to approve the proposed employee Lump-Sum Compensation Adjustment for 2012. Commissioner Lee seconded the motion. The motion passed unanimously, 5:0.

Adjourn: Commissioner Lee moved to adjourn. Commissioner Gardner seconded the motion. The motion passed unanimously, 4:0. The meeting adjourned at 5:26 p.m.

The next Regular Meeting of the Board of Commissioners of the Provo City Housing Authority is scheduled for Wednesday, December 19, 2012 at 4:15 pm.
